



## **University Housing Contract FOR HOUSING AND DINING SERVICE TERMS AND CONDITIONS: ACADEMIC YEAR 2022-23**

IN CONSIDERATION of the mutual covenants by the Board of Regents of the University of Wisconsin System operating as the University of Wisconsin-Madison, Division of University Housing (hereinafter referred to as the "Division") and you, the student (hereinafter referred to as "you" and/or "Resident"), signing the contract, IT IS AGREED AS FOLLOWS:

You understand and agree that this contract is for a room assignment determined by the Division. This contract does not guarantee assignment to a particular residence hall, neighborhood, room, or with a particular roommate. Failure to honor an applicant's assignment preferences will not void the contract.

This document and those referred to within it constitute the University of Wisconsin-Madison housing contract for single student housing. Failure to read this agreement, the information provided on the University Housing websites or other distributed materials do not excuse you from complying with the terms and conditions, rules, policies and procedures contained therein.

Your electronic signature and advance payment indicate your agreement to the terms and conditions of the contract and makes the agreement legally binding on both parties.

### **I. ELIGIBILITY TO RESIDE IN UNIVERSITY HOUSING**

You must be 16 years of age or older at the time of occupancy and an enrolled student at the University of Wisconsin-Madison or otherwise determined eligible by the Director of Housing. The Division reserves the right to cancel your contract if you are registered for five credits or less.

Wisconsin law [SS36.25(46)] requires you to affirm whether you have received vaccination against meningococcal disease and hepatitis B, and to provide the dates of vaccination, if any; this information must be provided electronically to University Health Services.

UW System Administrative Policy 136 requires students to provide disclosures prior to living in University Housing:

- any prior felony pleas or convictions in which the student was treated as an adult during the proceeding; and
- non-academic postsecondary disciplinary violations that resulted in expulsion, dismissal, or suspension.

Students who answer "yes" to either of the disclosure questions will be given an opportunity to provide further details, including a description of the incident(s), including the date(s) and location(s) and any explanatory information the student wishes to provide. An institution review by UW-Madison shall decide whether to grant or deny the student's request to live in University Housing.

You must be able to perform your own independent tasks or provide an attendant to assist you. You are responsible for your own self-care including appropriate personal hygiene, mental health, management of medical conditions/illnesses, and/or disability-related personal needs. You are expected to utilize the various resources available to provide care for yourself. Students with the inability or perceived inability to care for themselves

and/or who cause harm to themselves, or others, may be asked to meet with campus officials for a well-being assessment.

## **2. UNIVERSITY AGREES**

The Division hereby grants to you a limited license to occupy University Housing facilities and receive dining services in the residence halls under the terms and conditions stated herein. Information on the [www.housing.wisc.edu](http://www.housing.wisc.edu) website, including move-in and move-out schedules, is incorporated by reference and made a part of this contract. The Division and Resident agree that no lease or landlord-tenant relationship is created by this agreement.

## **3. RESIDENT AGREES**

You, as the Resident, agree to:

- A. make complete payments of all housing, dining service, and contract fees;
- B. abide by the Student Housing Handbook of the Division (located on the [www.housing.wisc.edu](http://www.housing.wisc.edu) website) and all rules and regulations of the University of Wisconsin-Madison, which are incorporated by reference and made a part of this contract;
- C. honor the terms and conditions stated in this contract; and
- D. read and act upon all electronic communications sent by the Division.

## **4. CONTRACT ASSIGNMENT**

You cannot assign this contract to another person nor sublet any part of the premises.

## **5. CONTRACT CHANGES**

Changes may not be made in the terms and conditions of this contract without the agreement and written permission of the Director of Housing.

## **6. ORAL AND ELECTRONIC REPRESENTATION**

The Division will not make any oral agreement or oral representation to you, the student, or any person acting on your behalf. The Division will not rely on any oral representation from you or any third party concerning any University Housing Contract. The entire University Housing Contract is expressed in writing and supersedes any understanding that may have been communicated orally or implied. Neither you, the student, nor the Division are relying on any oral or implied agreement, representation, or understanding of fact or law that is not expressed in writing.

Your UW-Madison issued Net ID and password are, per the UW-Madison Responsible Use of Information Technology Policy, intended for your (the student's) use only. You will use your Net ID and password to access the My UW Housing portal where you will complete your University Housing Contract. The Division is obligated to report to the University any suspected misuse or sharing of your Net ID and password.

## **7. OFFICIAL MEANS OF COMMUNICATION TO/WITH THE STUDENT**

The Division will initially communicate with you (the student) using the electronic (email) address you provided as part of your admissions process to UW-Madison. Most Division emails will include the official UW-Madison logo and all emails will come from an email address containing housing.wisc.edu in the domain. To ensure receipt of emails from the Division, be sure to add [assignme@housing.wisc.edu](mailto:assignme@housing.wisc.edu) to your personal email address book on record with UW-Madison. The Division is not responsible for email communication that is sorted to a spam folder or blocked by your email provider.

UW-Madison will designate your wisc.edu University email address as the preferred email address typically in early June. Once this happens, your room assignment information and all future emails received from the Division will use the wisc.edu email address for official communication. All official notices and correspondence from UW-Madison regarding your housing contract will be made via your wisc.edu email address, including information and documents pertaining to your advance payment refund and any charges assessed against your advance payment. You are responsible for checking the wisc.edu email account and should use the wisc.edu account for conducting all University related business. Forwarding emails from your wisc.edu account to other email accounts is not an excuse for missed action on University business.

Per the Family Educational Rights & Privacy Act (FERPA), the Division will only act upon correspondence received from you (the student) from either the email address you entered as part of the admissions process or your wisc.edu email address once you have been assigned a room.

## **8. CONTRACT TERM**

This contract is for the entire Academic Year 2022-23 (or Spring 2023 only) from your approved check-in date through your last final exam in May, except for closing at Winter Break (additional charges will apply for occupancy).

## **9. VACATION PERIODS**

You may not occupy your room later than 24 hours after your last instructional period/exam of the semester without prior approval from residence life staff for your hall. All residence halls will be closed beginning at noon (12:00 p.m.) on December 23, 2022 and all services normally provided will be discontinued. Academic year residents who opt for winter break housing and pay an additional fee may reside in our residence halls. All halls remain open during fall and spring breaks.

## **10. RATES**

Projected 2022-23 rates are provided on the [www.housing.wisc.edu](http://www.housing.wisc.edu) website. The 2022-23 rates will be finalized by Summer 2022. Rates include Housing and Dining fees as well as a fee for use by resident student organizations to provide educational and social programming to residents. The Division reserves the right to adjust contract rates during the term of this contract and you agree to pay the rates and prices as adjusted. Adjustment in rates will not be greater than \$50 during the academic year. Individual food item prices may be adjusted to meet unforeseen cost changes.

## **11. PAYMENT**

Payment will be made in accordance with the University's 2022-23 billing schedule. The University reserves the right to assess late fees for payments not received by the due date.

## **12. APPLICATION FEE**

All students are subject to a one-time, \$75 non-refundable, application fee that is paid when the contract is signed, and the advance payment submitted. Students returning to the housing for a subsequent academic year are not subject to this fee.

## **13. ADVANCE PAYMENT**

The advance payment submitted will be credited to your student account unless it becomes necessary to withhold the credit to cover other costs incurred by you under the terms of this contract or other University account balances.

## **14. INDEBTEDNESS**

Failure to satisfy the financial obligations accrued under this contract in a timely manner may result in:

- A. cancellation of this contract;
- B. a hold being placed on your records preventing the issuance of grade transcripts and/or enrollment;
- C. denial of reassignment; and/or
- D. removal from University Housing.

## **15. CANCELLATION OF CONTRACT BY THE DIVISION**

### ***A. Cancellation by the Division on Account of an Exigency***

The Division may cancel or temporarily suspend performance of any part of this contract in the event of an exigency that would make continued operation for student housing not feasible.

When determined by the campus health authority, residents may be required to find temporary housing outside of the residence hall until it is determined safe to return.

Should the Division cancel or temporarily suspend performance under the contract on account of such an exigency, refunds, if any, of housing costs and fees already paid, and the status of any remaining payment obligations under the contract, will be determined by the Division in its sole discretion.

**B. Cancellation by the Division due to Loss of Eligibility**

The Division reserves the right to deny issuance of or cancel a University Housing Contract and/or room assignment if you:

1. lose eligibility as defined in this contract under Section I, ELIGIBILITY;
2. fail to properly complete or misrepresent information on the contract;
3. fail to comply with any portion of this contract or a prior contract you held with the Division;
4. fail to satisfy in a timely manner all financial obligations accrued under this or a previous Division contract;
5. have a record of past failure to meet financial obligations in a timely manner;
6. violate rules or regulations listed or referred to in this contract and/or the University of Wisconsin Administrative Code, including chapters UWS 6: Complaints and Grievances; UWS 17: Student Nonacademic Disciplinary Procedures; and/or UWS 18: Conduct on University Lands. If your contract is cancelled any time during the academic year for disciplinary reasons, the Division reserves the right to deny or cancel a University Housing Contract for any future academic terms;
7. have a proven criminal record or demonstrate behavior that your presence in the University Housing may provide an unreasonable risk to yourself or to others in the University community, including students, faculty, and staff;
8. did not register for SOAR (Summer Orientation and Registration), are not enrolled for courses, or you fail to respond to correspondence from University Housing to your wisc.edu account and/or the email address you provided when you were admitted clarifying your attendance plans; and/or
9. have had your admissions revoked. (Being readmitted after the admissions revoked status does not guarantee a University Housing contract and/or a previous room assignment will be reinstated.)

You will receive written notification electronically and/or by letter which will provide a date by which you must vacate the University Housing. In the case of a serious violation, or a reasonable belief that a threat exists, you may be required to vacate immediately. Cancellation of your contract by the Division does not relieve you of any fees and/or charges owed under this contract.

Cancellation of your housing contract may result in the loss of your employment with the Division.

**16. REQUEST TO CANCEL CONTRACT BY PROSPECTIVE/CURRENT RESIDENT**

You may apply in writing to the Division to cancel your University Housing Contract. The Division retains the right to grant or deny any cancellation request. You are welcome to provide any additional documentation in support of a cancellation request. The Division may consult with another University office or department regarding your cancellation request.

A cancellation request is given priority if you:

- A. are not attending or are no longer an enrolled student at the University of Wisconsin-Madison;
- B. participate in an internship, research, or study abroad program that requires living away from Madison;
- C. demonstrate serious extenuating circumstances when, in the Division's judgment, living elsewhere is warranted.

Requests for a release from the University Housing Contract to live off-campus (including but not limited to privately owned residence halls, apartments, Greek houses) are **only** considered when demand for housing contracts exceeds availability as determined by the Division. The Division reserves the right to offer off-campus releases based on various factors affecting space management. Students requesting an off-campus release will receive an email directing them to required paperwork to complete, as well as the schedule of notification regarding off-campus decisions. Students living in temporary housing or assigned later in the summer are considered a normal part of occupancy management and do not factor into off-campus release decisions. In the unlikely event that an off-campus release request is granted, there is an automatic forfeiture of the deposit regardless of when the request is made.

In case of exigent circumstances, the Division reserves the right to waive any penalties, forfeitures, buy-out requirements, and/or fees for student-initiated cancellations at its sole discretion.

You may request a buyout of your University Housing Contract at any time by paying a non-negotiable 85 percent of housing and dining service fees remaining under the contract. Remaining fees under the contract are calculated from the day you move out of the University Housing until the end of the academic year. If a buyout is sought prior to the start of the academic year, the cost is 85 percent of all housing and dining service fees for the entire contract term (September to May).

## **17. CANCELLATION FEES AND REFUNDS**

### **A. Advance Payments**

Approved contract cancellations as listed in Section 16 must be received by May 1, 2022 or they will be subject to a \$225 forfeiture charge as liquidated damages whether or not a waiting list exists. The \$75 application fee is non-refundable even in cases of contract cancellation or release.

Contracts entered into on or after May 1, 2022 are subject to the same forfeiture policies listed above.

New Spring 2023 Only Contract Term cancellations incur a \$225 forfeiture charge.

Forfeiture charges will not be assessed if your cancellation request is granted for one of the following reasons:

1. You graduate after the fall term.
2. You or a member of your immediate family has a serious illness or injury that prevents you from attending the University of Wisconsin-Madison.
3. You transfer to another University of Wisconsin campus and contract to live in the university-owned residence halls on that campus for the term of this contract.
4. You have been called to active duty for the United States military.

### **B. Housing Fees for Cancellations on or after your move-in date**

Approved contract cancellations made by the Division will result in full housing charges up to the day you complete appropriate checkout procedures as outlined under Section 25 of this contract.

Federal financial aid dollars or campus department third party payments will be refunded to the appropriate departments/offices. The amount of your refund will be applied to damages (as outlined in Section 26 of this contract) or other University account balances.

Refunds of housing fee payments will not be made for departures during the last 15 nights of the fall or spring semester. Learning community fees are fully refunded through the University's last day to drop a class without penalty for that semester. After that date, the learning community fee for that semester is forfeited.

Students subject to sanctions of student conduct as stated in Section 15. B 6 resulting in contract cancellation may be responsible for 85 percent of all remaining housing and dining service fees for the entire contract term (September to May).

In case of exigent circumstances, the Division reserves the right to waive any penalties, forfeitures, buy-out requirements, and/or fees for student-initiated cancellations at its sole discretion.

## **18. ASSIGNMENT POLICY**

The Division will not discriminate in assigning rooms or roommates to the University Housing in conjunction with the UW System's Board of Regents Policy 14-6, *Discrimination, Harassment, and Retaliation*:  
<https://www.wisconsin.edu/regents/policies/discrimination-harassment-and-retaliation/>

The Division will do its best to honor student preferences for an assignment, however, there is no guarantee of an assignment to a particular room type, residence hall, learning community, or neighborhood. Students can be assigned to single, double, triple, or quad rooms. All residents with a binding contract will receive assignment

information in summer 2022. Students assigned to temporary housing will move once a permanent assignment has been provided.

Failure to honor assignment preferences, assignments made later in the summer, or an assignment to temporary housing are not grounds for a release from the contract. Room changes may be requested beginning the first day of classes as noted in Section 20.

The Division reserves the right to change room or hall assignments, to assign roommates, or to consolidate vacancies by requiring you to move to another room with a vacant space. The Division reserves the right to assign additional residents above the design capacity of designated rooms.

As deemed necessary, the University of Wisconsin-Madison, the Vice Chancellor-for Finance & Administration or designee may relocate any resident without cause or prior notice for health or safety reasons or to protect University property, restore operations, or meet the needs of the University community.

Smoking, including the use of e-cigarettes, is not permitted anywhere in the University Housing including student rooms and public areas such as dens, hallways, and bathrooms. Smoking is also prohibited outside within 25 feet of any residence hall and/or dining facility.

## **19. ROOMMATES**

You are welcome to request a specific roommate or indicate an interest in being assigned a random roommate. Students who request a specific roommate are indicating to the Division that a roommate pairing is their priority over building preferences. Your preferences must be electronically submitted by May 1, 2022; preference options, if available, may be limited after this point. All roommate requests must be mutual and there is no guarantee of an assignment with a specific individual.

Assignment changes or contract decisions are made on an individual basis and are not influenced by actual or preferred roommate pairings. Decisions made regarding a student's contract or assignment do not alter the status of the roommate's contract or assignment. Failure to honor your roommate preferences will not void the contract.

The Division will share your name, postal and email addresses, and telephone number, which are all considered public directory information, with any assigned roommate(s) unless a FERPA restriction is placed on this data. Students wishing to restrict some, or all directory information should log on to the Student Center for the campus My UW portal.

Behaviors with the purpose to intimidate, harass, and/or physically harm a potential roommate either in-person, verbally, or through electronic medium (including but not limited to social media websites, texts, email, and/or instant messaging) may result in assignment to a different room and/or residence hall and/or cancellation of the housing contract. Cancellation of your contract by the Division does not relieve you of any fees and/or charges owed under this contract.

## **20. ROOM CHANGES**

You may change rooms only with prior written authorization from the Division Assignment Office. The Division begins collecting room change requests on the first day of classes per the University of Wisconsin-Madison academic calendar. Unauthorized room changes or failure to move out of a room at a designated time may result in being required to move back to your authorized assignment and/or disciplinary action. If granted a room change, you are expected to follow checkout procedures as outlined in Section 25 of this contract. The Division may electronically notify your current roommate, if applicable, that Division personnel will be entering the room to perform a room inspection. Learning community fees are fully refunded through the University's last day to drop a class without penalty for that semester. After that date, the learning community fee for that semester is forfeited.

## **21. LIABILITY & INSURANCE**

Board of Regents of the University of Wisconsin System, its officers, employees, and agents have no legal obligation, nor any ability to provide reimbursement for your personal property resulting from loss, theft, water

damage, vandalism, or any other perils, unless damage results from the negligence of a specific University employee.

Accordingly, you agree to hold harmless and indemnify the Board of Regents of the University of Wisconsin System, the Division and its officers, employees, and agents, for damages sustained by you or others, as a result of your acts or omissions, relating to any changes or modifications made by you to your room or furnishings, such as the configuration of loft beds, bunk beds, bookshelves, partitions, or other structures. This means that you are financially responsible for injury to another party, or damage to their property, as a result of any equipment or items you have constructed, created, purchased, or used improperly, and that you will pay any resulting claims on behalf of the University.

Because the Division does not provide property insurance, residents are encouraged to secure their own renters and liability insurance.

## **22. ROOM ENTRY**

The Division reserves the right to enter your room in the interest of health, safety, security, and building maintenance. When possible, advance notice of room entry will be given. Division employees are required to report any violations of University regulations and/or terms of this contract observed when in your room.

Authorized personnel may enter your room to:

- A. perform requested, preventive, prescheduled, or emergency maintenance;
- B. assess for any damages after a resident has vacated;
- C. silence a disruptive noise in the absence of occupants of the room; or,
- D. conduct health and safety checks.

Property can be seized and removed from your room when:

- A. it constitutes an imminent danger;
- B. it is University-owned property;
- C. it is an unauthorized animal/pet; or,
- D. it is a housing or university policy violation.

## **23. FACILITY REPAIRS/IMPROVEMENTS**

The Division reserves the right to make repairs or improvements to the facilities including residents' rooms during occupancy periods. Repairs or improvements to resident rooms may require relocation of residents.

## **24. VACATING**

You must vacate the University Housing within 24 hours if you:

- A. receive notification that your contract has been cancelled;
- B. are no longer a student at the University of Wisconsin-Madison; or
- C. have had your last instructional period/exam of the semester.

If you are graduating from the University, you may remain in your room until Commencement Day.

## **25. CHECKOUTS FOR ROOM CHANGES, CANCELLATIONS, OR END OF CONTRACT TERM**

You should begin the checkout process only after receiving prior written notification from the Division Assignment Office or at the end of your contract term.

You agree to follow the proper checkout procedures provided to you prior to changing rooms or leaving University Housing. Failure to return your room key at the time of checkout will result in a charge to your account to change the lock on your room door. A room inspection by Division personnel will serve as the basis for any room change charges. Extra cleaning by Division personnel, damages to your room, and/or abandoned property requiring storage until disposal will result in a service charge to your student account.

## **26. DAMAGES AND LABOR CHARGES**

You agree to pay for any damages:

- A. to the building, including fire damage;

- B. for missing or damaged furniture, keys, and other property; and/or
- C. labor costs caused by you to University Housing because of your actions or intentions.

Where two or more residents occupy the same room and responsibility for damage or loss in the room cannot be ascertained by the Division, the cost of damage or loss will be divided and assessed equally among the residents of the room. The Division reserves the right to assess common area damage between residents of a house, floor, and/or hall.

## **27. ABANDONED PERSONAL PROPERTY**

You are responsible for removing all personal property from University Housing when you move out. The Division has the right, without assuming any liability, to dispose of all personal property left or abandoned on the premises 60 days after the expiration or cancellation of the current contract. During such 60-day period, the University of Wisconsin Board of Regents, the Division and its officers, employees, and agents will not be responsible for loss, damage, or theft of your property.

## **28. DINING SERVICE**

All students must select and pay for a Resident Dining Plan. Please visit [www.housing.wisc.edu/dining-residents.htm](http://www.housing.wisc.edu/dining-residents.htm) for information about the Resident Dining Plan. Your Resident Dining Plan funds are nontransferable to other accounts on your Wiscard.

Dining service will be provided as described on the [www.housing.wisc.edu/dining](http://www.housing.wisc.edu/dining) website. Service hours and locations may be adjusted by the Division with proper notification to residents of any changes.