



# **University Housing Contract**

## **TERMS AND CONDITIONS: 2020 University Housing Employee Summer Term**

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 a summer student employee for the Division or otherwise determined eligible by the Director of Housing. The Division reserves the right to cancel your contract if you are not a summer student employee for the Division

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 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 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 student employment application process to the Division. 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 once you have been admitted to the University for summer term. 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. 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.

If you are a UW-Madison student, per the Federal Education 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 2020 summer terms. Occupancy periods will be limited from:

- |  |                                  |
|--|----------------------------------|
| (1) Housing Employee Term                                    | May 11, 2020 to August 16, 2020  |
| (2) Spirit Employee Late Term (Dining Spirit Employees only) | June 15, 2020 to August 16, 2020 |

## **9. RATES**

A reduced rate of \$500 is the cost for 2020 summer term for approved University Housing student employees.

## **10. PAYMENT**

You will receive a bill for summer room changes with a due date. The Division reserves the right to assess late fees for payments not received by that due date.

## **11. ADVANCE PAYMENT**

The advance payment submitted will be credited to your 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.

## **12. 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. eviction.

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

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.

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

- A. lose eligibility as defined in this contract under Section 1, ELIGIBILITY;
- B. fail to properly complete or misrepresent information on the contract;
- C. fail to comply with any portion of this contract or a prior contract you held with the Division;
- D. fail to satisfy in a timely manner all financial obligations accrued under this or a previous Division contract;
- E. have a record of past failure to meet financial obligations in a timely manner;
- F. 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;
- G. 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; and/of
- H. are no longer employed with University Housing at UW-Madison for the summer term.

You will receive written notification electronically and/or by letter which will provide a date by which you must vacate 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.

## **14. 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 no longer employed with University Housing at UW-Madison for the summer term;
- B. 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. In the unlikely event that an off-campus release request is granted, there is an automatic forfeiture of the advance payment regardless of when the request is made.

## **15. CANCELLATION FEES AND REFUNDS**

### **A. Advance Payments**

Approved contract cancellations will be subject to a \$300 forfeiture as liquidated damages

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

1. You or a member of your immediate family has a serious illness or injury that prevents you from attending the University of Wisconsin-Madison.
2. You have been called to active duty for the United States military.

### **B. Housing Fees for Cancellations on or after your summer 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 23 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 24 of this contract) or other University account balances.

Refunds of housing fee payments will not be made for departures after July 11, 2020.

## **16. ASSIGNMENT POLICY**

The Division will not discriminate in assigning rooms or roommates to the University Housing on the basis of race, color, sex, sexual orientation, gender identity/expression, religion, disability, national origin, ancestry, familial status, political affiliation, veteran's status, or age.

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 a single or a double room. All residents with a binding contract will receive assignment information prior to the start date of their summer term contract. Failure to honor assignment preferences is not grounds for a release from the contract.

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.

## **17. ROOMMATES**

You are welcome to request a specific roommate or indicate an interest in being assigned a random roommate. Your preferences must be submitted on your summer housing application. 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 bully, 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.

## **18. 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 Summer Term. 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 23 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.

## **19. 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.

## **20. 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; or,
- C. silence a disruptive noise in the absence of occupants of the room.

Property can be seized and removed from your room when:

- A. it constitutes an imminent danger;
- B. it is University-owned property; or
- C. it is an unauthorized animal/pet.

## **21. 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.

## **22. VACATING**

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

- A. receive notification that your contract has been cancelled; or
- B. are no longer employed with University Housing at UW-Madison for the summer term.

## **23. 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.

## **24. 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.

## **25. 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.

## **26. DINING SERVICE**

Dining Service is not a provision of the 2020 Summer Term housing contract. However, dining options are available at a variety of locations on campus when dining facilities are open.