

Non-UWS Student Payment Terms Notice

Introduction: The purpose of this document is to establish specific terms and conditions of occupancy in University of Wisconsin-Superior residence halls for non-university residents. When the signed contract is returned, along with the \$150 prepayment, a binding contract is established between the Resident and the Residence Life Office at the University of Wisconsin-Superior. In addition, by signing the UW-Superior housing contract, the Resident is agreeing to allow the UW-Residence Life Department and the Resident's educational institution to collaborate and share information concerning the Resident.

- 1. Residency Requirement:** Resident must currently be enrolled as a local higher education institution or the Access program via UW-Barron County.
 - 2. Contract Term:** Resident may contract for either one semester or the entire academic year.
 - 3. University Agreement:** The Residence Life Office agrees to furnish the Resident with housing as provided under the terms and conditions herein stated; as well as described in the enclosed Jacket Packet and Residence Hall Terms and Conditions, and the Student Rights and Responsibilities Handbook located on our website at: <http://www.uwsuper.edu/reslife/forms/index.cfm>
 - 4. Resident Agreement:** The Resident agrees to make payment of all fees specified in Rates and Payment Section of this contract and to observe all rules and regulations which are, by reference, a part of this contract. The Resident further agrees to honor the terms and conditions stated in the contract.
 - 5. Prepayment:** A \$150 prepayment will be required for all residents. This prepayment is due at the time the Contract is signed. Your cancelled check serves as your receipt. This prepayment will be taken off of your housing balance for the first semester you are residing in the residence halls. Any cancellations before room occupancy will forfeit the \$150 prepayment. Cancellations after occupancy will result in a \$500 cancellation fee in addition to the \$150 prepayment.
 - 6. Rates and Payment:** Housing rates are determined annually. The Resident pays the same weekly rate as UW-Superior students. The semester rate may differ depending on the Resident's school semester calendar. Payment arrangements will be made in accordance with the Residence Life Department Payment Policy.
 - 7. Payment Options: (Fall Semester)**
 - Option 1 – Payment in Full**
 - September 15** – Pay fees in full on or before September 15
 - Option 2 – Partial Payment**
 - September 15** – Make a minimum payment of \$150.
 - October 15** – Pay 50% of the balance due on October 15 plus a \$15 finance charge
 - November 15** – Pay the remaining balance due on November 15 plus a \$15 finance charge
- Payment Options: (Spring Semester)**
- Option 1 – Payment in Full**
 - February 1** – Pay fees in full on or before February 1
 - Option 2 – Partial Payment**
 - February 1** – Make a minimum payment of \$150
 - March 1** – Pay 50% of the balance due on March 1 plus a \$15 finance charge
 - April 1** – Pay the remaining balance due on April 1 plus a \$15 finance charge

over

9. **Payment Deadlines (September 15 and February 1):** Students whose financial aid has not been disbursed by these deadlines need to pay these minimum payments out of pocket. Students who do not make the minimum down payments on these dates will incur a \$75 late fee. Any subsequent missed payment will result in your hall fob being disabled and immediate contract termination.
10. **Meals:** Residents who have not turned 20 years of age at the beginning of the academic year and do not want to contract for a regular meal plan are required to purchase a minimum of \$475 in Jacket Cash (money to spend on dining services) per semester. Jacket Cash is a debit system. Residents need to get a University ID at the Yellowjacket Union Information Desk to gain access to the dining services. Contact Gail Archambault at 715-394-8242 for further information.

NOTE: The Dining Services are open according to UW-Superior's academic calendar. This may not coincide with the other local institutions' calendars. **Meals are not served during UW-Superior break period.**

11. **Assignment Policy:** The Residence Life Department will not discriminate in room assignment based on race, color, religion, sexual orientation, national origin, or ancestry. Residence Life will attempt to honor, whenever possible, requests for particular accommodations. **Room assignment letters** for fall semester are mailed in July; for spring semester, they are mailed in late December or early January. Residence Life reserves the right to change room assignments and/or consolidate vacancies by requiring residents to move from one accommodation to another. Failure to honor assignment preferences will not void this contract.

12. **Termination or Cancellation of Contract:**

By the Resident:

- A. Written notice of contract cancellations needs to be received by the Residence Life Office at least six weeks prior to check in date to receive a partial refund of the deposit.
- B. After the term of the Contract begins, the Resident may apply to the Director of Residence Life for Contract termination under the following circumstances:
 - 1. Loss of student status or withdrawal from their institution
 - 2. Graduation
 - 3. Change in marital status (proof of marriage will be required)
 - 4. Unusual and compelling circumstances that, in the judgment of the Director of Residence Life, entitle the Resident to special consideration.

By the Residence Life Department:

- C. Residence Life may terminate or temporarily suspend this Contract without notice in the event of a situation that would make continued operation of student housing not feasible.
- D. Residence Life may cancel or terminate this Contract if the Resident fails to meet the full terms and conditions stated herein or for violations of residence hall regulations as stated in all reference materials.

The Resident must be checked out of the residence halls within 72 hours from the time of cancellation or termination of contract.

The Director of Residence Life has the right to administratively remove any resident upon 24 hour notice, if in his judgment a resident's disruptive behavior will have an adverse influence upon the residence hall community by his or her continued residence.

13. **Delinquent Accounts:** All delinquent accounts are turned over for collection. The resident is responsible for any additional finance charges and collection costs assessed by the collection agency.

Further Terms and Conditions are stated in the Residence Hall Contract Terms and Conditions enclosed in the housing packet.