2016-2017 RESIDENCE HALL

CONTRACT
GUIDEBOOK

Contract Terms and Information for you to consider prior to completing the University Housing Residence Hall Contract

#UWMHOME

UNIVERSITY OF WISCONSIN MILWAUKEE

UNIVERSITY HOUSING
Priority deadline for contracts to be completed for the first random lottery. Contracts must be completed by end of the day to be part of the first batch of assignments. Completing your contract by this day will give you the best statistical chance at being assigned in your preferred LLC, room type, or with your preferred roommate. **Prepayment/deposit of $100 is due this day for any contract submitted prior.**

Contracts must be **canceled before this date**, if students wish to recoup $50 of their $100 prepayment/deposit. Contracts canceled on or after this date will forfeit all $100 of the prepayment/deposit.

The first batch of assignments (for those who completed their contracts by the priority deadline) are typically released via the MyHousing website during the first week of the month. Students use their MyHousing login information to access their room and roommate assignments.

Your assigned move-in time is available on the MyHousing site. **Fall Contracts:** A move-in guide with a Fall Welcome event calendar, description of available amenities and services, and instructions for move-in day, will be mailed to each student with a completed contract. A PDF copy of the move-in guide will also be available online at [www.universityhousing.uwm.edu](http://www.universityhousing.uwm.edu).

**Spring Contracts:** Your move-in information will be e-mailed to you.

Deadline for Early Arrival Applications to be submitted (for those students who need to be on-campus prior to their otherwise assigned move-in time). The earliest approved early arrival date is August 20/January 20.

Deadline for contract cancellations to be received for non-early arrivals (if your assigned date of entry is on or before August 28/January 19 you must submit a contract cancellation at least 24 hours prior to your assigned date of entry.)

**Assigned Move-In Dates.**

Expected due date for 100% of Room and Meal Plan Charges for the semester. Official date is not known at the time of printing. Always consult PAWS for your specific due dates.

**First day of classes.**
WELCOME HOME!

Congratulations on your plans to attend the University of Wisconsin-Milwaukee! We are excited that University Housing could be called your home for the 2016-2017 academic year! Enclosed is a copy of the Contract Guidebook: a hard copy version of the contract you will sign and complete online. We highly encourage you to review these legally binding terms of the contract that you are preparing to sign so you understand your responsibilities as a contract holder.

Your access to the online University Housing contract is now live for you to submit your 2016-2017 contract! Detailed instructions to access your online contract have already been emailed to you! Your contract access will be live through the date indicated within your emailed instructions. University Housing will will email you a contract confirmation upon successful submission of your online contract. Your pre-payment/deposit of $100, of which $50 is non-refundable, can take 3-5 business days to post on your PAWS account after your contract has been submitted. This must be paid in full prior to registering for New Student Orientation (NSO).

Freshmen Residency Requirement: As a reminder, the University of Wisconsin-Milwaukee requires all first-time freshmen to live in University Housing residence halls, where availability allows, though some exemptions exist.

For more information regarding this policy please refer to www.uwm.edu/housing/residency/ or your Contract Guidebook for additional details.

Room assignments will be made based on a random, computer-assigned lottery basis. Log-in to your MyHousing portal to check your room assignment. We expect the first group of residents to be assigned in early June (those residents who completed their contracts prior by the May 1 priority deadline). If your assignment is not posted in the initial group, continue to check on a weekly basis, as our assignment process continues throughout the summer.

Thank you for your interest in University Housing!

Kari Dawson
Assistant Director-Business Administration
University Housing

CONTACT US

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Sandburg Hall Room C100
Milwaukee, WI 53211

Phone: (414) 229-4065
Fax: (414) 229-4127
Email: university-housing@uwm.edu
Website: uwm.edu/housing
Facebook: facebook.com/uwmuniversityhousing
Twitter: twitter.com/uwmreshalls
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A LETTER FROM FINANCIAL AID

Our staff is available to help take the challenge out of financing a college education and help you through the financial aid process. We are confident you will find UWM very affordable as you compare your out of pocket costs with other colleges. Please keep the following in mind:

**Budget**— it is important for you to set up your own individual budget. Unfortunately, tuition costs are often not available until mid-to-late summer. That does not mean you need to wait until August to formulate a financing plan. Students and families can look at prior semesters’/years’ costs and use them as an estimate. Our office does develop an Estimated Cost of Attendance, and we have award calculators available to give you an early estimate of financial aid you may be eligible to receive. All of this information can be found on our webpage; [www.financialaid.uwm.edu](http://www.financialaid.uwm.edu).

**File the FAFSA by March 1**— The results of the FAFSA (Free Application for Federal Student Aid) must be received by our office in order for us to determine your eligibility for federal and state aid. Students should apply online at [www.fafsa.gov](http://www.fafsa.gov) as soon after January 1 as possible. A number of financial aid programs have limited funding and are awarded on a first-come, first-served basis. If you are able to submit your federal tax returns electronically approximately two weeks prior to submitting the FAFSA, you will be able to use the IRS Data Retrieval Tool which makes completing the FAFSA fairly easy. It also reduces the chance that we will need to request additional documentation from you.

**Email and PAWS**— Monitor your UWM email address and your PAWS account. We communicate with students via email throughout the calendar year and if you have missing documents, you can see what they are in your PAWS ‘To Do’ list.

[www.financialaid.uwm.edu] -- Be sure to visit our website for important details on applying for aid and the types of aid available. Additional financial resources that you may need to consider (Parent PLUS and Private Alternative Loans) are discussed in the Loan area of our site. You may also use our website to submit general questions using our “Ask the Panther” product.
The University of Wisconsin-Milwaukee requires all freshmen to live in University Housing residence halls, where availability allows.

If you wish to live in UWM housing, you should read and complete the following online contract and submit the required $100 Housing pre-payment/deposit (“deposit”), $50 of which is non-refundable, by the deadline listed on your billing statement or posted on your PAWS account if you are a UWM student. A balance due of $100 will be posted to your PAWS account within three to five business days after UWM’s receipt of the online contract.

This contract will become legally binding once it has been submitted online regardless of whether the $100 deposit has been paid or received. Failure to read or understand the below contract does not excuse you from complying with the provisions contained in it. Further, failure to move into or use your room does not alter your obligations under this Contract.

UWM RESIDENCE HALL HOUSING CONTRACT

The Board of Regents of the University of Wisconsin System on behalf of the University of Wisconsin-Milwaukee (“UWM”) and the UWM Real Estate Foundation, Inc., grant you a limited license to occupy the room assigned to you by University Housing in UWM's Residence Halls (the “Residence Halls”), subject to the terms and conditions below.

A. ELIGIBILITY TO RESIDE IN RESIDENCE HALLS

To be eligible to reside in the Residence Halls, you must be an enrolled student at UWM by your Assigned Entry Date (defined in Section D.), or otherwise determined eligible for residence in the Residence Halls by the Director of University Housing.

Notwithstanding the above, University Housing reserves the right to reject your housing contract and/or cancel or terminate your housing in the Residence Halls if at any time you are registered for, or your credit load is reduced to, five credits or fewer.

Your eligibility status will be checked on August 1, 2016 for Semester I and January 1, 2017 for Semester II entries. If you are not enrolled as of August 1, 2016/January 1, 2017, University Housing reserves the right to administratively cancel your Contract due to ineligibility. You can provide proof of extenuating circumstance to university-housing@uwm.edu if you are not able to register for classes by this date.

B. FRESHMAN RESIDENCY REQUIREMENT

UWM requires all freshmen to live in the Residence Halls, where availability allows. Some exceptions apply. If you wish to request an exception to the Residency Requirement, you must submit an Exemption Request Form to University Housing. The priority deadline for the following is May 1, 2016 for Semester I and December 1, 2016 for Semester II (spring only entries).
All freshman must do one of the following: (priority due date for contract completion is May 1)
   i. Complete this online Contract and submit the required deposit; or
   ii. Submit an Exemption Request Form.

If you fail to do either of these, you will be unable to register for New Student Orientation (NSO) and classes.

*If your exemption request is not granted you are required to live on campus.*

If you submit a Contract and later decide to request an exemption, you are required to submit a Residence Hall Contract Cancellation Form to University Housing along with your Exemption Request Form. Cancellation fees may apply as detailed below.

Request for exemption submitted on or after September 2, 2016 (Semester I entry)/January 19, 2017 (Semester II entry) will not be granted. Ending your contract after this date will be considered a termination and termination fees will be applied as outlined in Section G.

**C. FEES & PAYMENT**

You agree to pay UWM all applicable housing and dining fees for the type of room assigned to you by University Housing and selected dining plan, as detailed in the 2016-2017 Rate Schedule. The room rates printed here are the rates for 2015-2016 academic year. Students should be prepared for a 2-4% increase from the 2015-2016 rates. The approved 2016-2017 Rate Schedule will be posted on the University Housing webpage (www.universityhousing.uwm.edu) in summer 2016 and applicable rates will be posted to your PAWS account.

### 2015-2016 ACADEMIC YEAR ROOM RATES

*The 2016-2017 rates are approved during June 2016 by the Board of Regents and will be posted online once approved.*

<table>
<thead>
<tr>
<th>Building</th>
<th>Room Type</th>
<th>Semester I Cost</th>
<th>Semester II Cost</th>
<th>Academic Year Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cambridge</td>
<td>Double</td>
<td>$3258</td>
<td>$3258</td>
<td>$6516</td>
</tr>
<tr>
<td>Commons</td>
<td>Double Upgrade</td>
<td>$3801</td>
<td>$3801</td>
<td>$7602</td>
</tr>
<tr>
<td>Purin Hall</td>
<td>Single</td>
<td>$3450</td>
<td>$3450</td>
<td>$6900</td>
</tr>
<tr>
<td></td>
<td>Double</td>
<td>$2755</td>
<td>$2755</td>
<td>$5510</td>
</tr>
<tr>
<td>RiverView</td>
<td>Double</td>
<td>$3096</td>
<td>$3096</td>
<td>$6192</td>
</tr>
<tr>
<td>Sandburg</td>
<td>Single</td>
<td>$3090</td>
<td>$3090</td>
<td>$6180</td>
</tr>
<tr>
<td>North</td>
<td>Double</td>
<td>$2615</td>
<td>$2615</td>
<td>$5230</td>
</tr>
<tr>
<td>South &amp; West</td>
<td>Triple</td>
<td>$2325</td>
<td>$2325</td>
<td>$4650</td>
</tr>
<tr>
<td>Sandburg</td>
<td>Single</td>
<td>$3855</td>
<td>$3855</td>
<td>$7710</td>
</tr>
<tr>
<td>East</td>
<td>Double</td>
<td>$2950</td>
<td>$2950</td>
<td>$5900</td>
</tr>
<tr>
<td>Residence Hall Activity Fee**</td>
<td></td>
<td>$20</td>
<td>$20</td>
<td>$40</td>
</tr>
</tbody>
</table>

*50 of your prepayment/deposit will be deducted from your Semester II charges

**Residence Hall Activity Fee is automatically added to the posted room charge each semester
Payments are due as follows:

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1, 2016*</td>
<td>$100 University Housing Pre-Payment/Deposit</td>
</tr>
<tr>
<td>September 6, 2016</td>
<td>100% of Fall 2016 University Housing &amp; Restaurant Operations Charges</td>
</tr>
<tr>
<td>January 23, 2017</td>
<td>100% of Spring 2017 University Housing &amp; Restaurant Operations Charges</td>
</tr>
</tbody>
</table>

*Contracts submitted after April 15, 2016 will have due date of two weeks after deposit charge is posted to PAWS.

**University Housing and Restaurant Operations fall and spring charges are due on the same date as tuition and fees. At the time of this publication final tuition payment due dates were not finalized. Please refer to your PAWS account for the final due date of your contract charges.

An online Statement of Account will be available on your PAWS account; you may not receive a paper bill.

To view your Statement of Account navigate to the Finance Section on your Student Center page in PAWS. Click the link “View Billing Statement” to display your statement in PDF format. You may need to temporarily allow pop-ups in order for the statement to appear and you will need Adobe Acrobat 7.0 or higher. (A link for a free download of Adobe Acrobat will display after clicking on View Billing Statement.) You can print this statement or save it as a file on your computer. If you plan to mail your payment to the UWM, you must print the statement and include the payment coupon from the statement with your payment.

Questions regarding your UWM account and due dates may be directed to the Bursar Office at: (414) 229-4914 or bursar@uwm.edu. Specific questions regarding housing and/or meal plan charges may be directed to the University Housing Office at (414) 229-4065.

You are required to submit payment for your $100 deposit with your Contract. Your Housing Deposit will be credited to your Semester II bill, less $50 and any other amounts withheld pursuant to this Contract.

For new and transfer students: Your Housing Deposit must be paid prior to registering for New Student Orientation.

Failure to make payment under this Contract may result in some or all of the following: a “hold” being placed on your PAWS account which could restrict your enrollment and receipt of records/transcripts; denial of room reassignment requests; termination/eviction; any other action permissible by applicable law and/or UWM policies and procedures (collectively, “UWM Policies”).

D. CONTRACT TERM & DATES OF OCCUPANCY

This Contract is for the 2016-2017 Academic Year and it becomes effective on the date it is submitted to University Housing.

Unless otherwise approved by University Housing, your occupancy period under this Contract will begin on August 30, 2016 for Semester I or January 21, 2017 for Semester II, or your assigned date of entry into your academic year room, whichever date is earlier.
You may occupy your assigned room beginning on your assigned (entry) move-in date. For purposes of the Contract, your assigned move-in date will be:

i. August 30-September 1, 2016, for Semester I (Fall 2016) and January 21, 2017, for Semester II (Spring 2017);

ii. The date assigned to you by University Housing if different than (i); or

iii. Your Approved Early Arrival Date (see Section E), if applicable.

Your occupancy ends (your “Occupancy End Date”) on the earlier of:

i. The date on which the Contract is terminated pursuant to the terms set forth in Section G, if applicable;

ii. The date of your last final of Semester II, provided, however, that if you are graduating from UWM, you may request to remain in your room until 12:00 pm on the applicable commencement day provided you notify University Housing; or

iii. May 20, 2017 at 6:00pm.

Occupancy during official University recesses is permitted only with the approval of University Housing and in locations specified. Special rules may be in effect. Residents continuing in the same room from Semester I to Semester II are not required to remove belongings. Services (e.g. housekeeping and meals) may be reduced or suspended during recess periods.

E. EARLY ARRIVAL

If you are required to be on campus prior to August 30, 2016 for Semester I or January 21, 2017 for Semester II (each a “Semester Housing Start Date”), you may request early arrival in writing (an “Early Arrival Request”) by using the Early Arrival Request Form found on University Housing’s website. The Early Arrival Request Form should be submitted to University Housing no later than August 1, 2016, for Semester I and January 1, 2017, for Semester II. Early Arrival Requests received after these dates may be denied without review. The start date for any approved Early Arrival Request shall be referred to as the “Approved Early Arrival Date.”

Please note that:

1. Requests should not be made for earlier than August 20, 2016 for the Semester I or January 20, 2017 for the Semester II;

2. University Housing may require/request additional documentation in support of your Early Arrival Request;

3. A temporary room may be assigned to you if your academic year room is not available for the requested dates;

4. You will be assessed a prorated fee for each day you requested to arrive prior to the relevant Semester Housing Start Date ($15 per night for student employees or athletes contingent upon verification/ $35 per night for others); if you cancel or change your Early Arrival Request after it is approved, you will be assessed fees based on the earliest Approved Early Arrival Date; and

5. University Housing reserves the right to deny any Early Arrival Request for any reason.
F. CANCELLATION OF CONTRACT

1. You may cancel this Contract by completing a Contract Cancellation Request Form and submitting it to University Housing. Forms must be received by University Housing at least 24 hours before your Assigned Entry Date (the “Cancellation Deadline”).

2. University Housing may also cancel this contract without prior notice to you on or prior to the Cancellation Deadline in the event that you:
   a. have an overdue debt to UWM or University Housing and/or have a record of past failure to meet financial obligations to UWM;
   b. have experienced a change in contract eligibility (e.g., term change, non-enrollment, cancellation with UWM, etc.);
   c. have failed to properly complete this Contract and/or submit required deposits/documents;
   d. have demonstrated by past or current behavior, an unwillingness or inability to fulfill the conditions of this Contract;
   e. have demonstrated by past or current behavior that your presence in the Residence Halls may provide an unreasonable risk to yourself or others.

3. In the event of cancellation, fees will be determined as follows based upon when the Contract Cancellation Request Form was received by University Housing:

   **2016-17 CONTRACT CANCELLATION DEPOSIT FORFEITURE TABLE**

<table>
<thead>
<tr>
<th>Fall 2016-Semester I</th>
<th>Amount Withheld from $100 Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to June 1, 2016</td>
<td>$50</td>
</tr>
<tr>
<td>June 1 through August 28, 2016</td>
<td>$100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contracts beginning Spring 2017-Semester II</th>
<th>Amount Withheld from $100 Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to December 1, 2016</td>
<td>$50</td>
</tr>
<tr>
<td>December 1, 2016 through January 19, 2017</td>
<td>$100</td>
</tr>
</tbody>
</table>

   Cancellation Requests must be received by University Housing at least 24 hours before your Assigned Entry Date or contract start date, whichever is first. If later, it will be considered a Termination Request.

4. Special Circumstances: If, prior to your Assigned Entry Date, you are denied admission to UWM for reasons outside of your control, or you are not able to attend school due to personal illness, family illness, or military obligations, you may be eligible for a refund of $50 of your deposit in University Housing’s sole discretion, provided, however, that you notify University Housing as soon as possible and provide any requested documentation.

G. TERMINATION OF CONTRACT

1. If you wish to terminate the Contract after the applicable Cancellation Deadline has passed, you may do so by submitting a Termination of Housing Contract Request Form to University Housing and completing your Contract termination exit interview. You are responsible for providing proof of special circumstances warranting termination to University Housing.
a. University Housing, in its sole discretion, may decide whether to grant termination of the Contract. Reasons that University Housing may approve termination include, but are not limited to, the following:
   i. graduation, as long as your requested Termination Date is the same or later than the posted graduation date;
   ii. personal or family illness, or serious emergency which prevents your attendance at UWM;
   iii. assignment to a UWM-sponsored internship or other program which requires living outside of Milwaukee County;
   iv. withdrawal or transfer from UWM; or
   v. called to active military duty.

b. University Housing may also initiate termination. Causes for termination include, but are not limited to:
   i. any/all of the reasons detailed above that would justify cancellation;
   ii. inappropriate actions and/or behavior;
   iii. have demonstrated by past or current behavior that your presence in the Residence Halls may provide an unreasonable risk to yourself or others;
   iv. failure or refusal to maintain the assigned room in good condition;
   v. failure to comply with UWM Policies;
   vi. cease to be a UWM student in good standing (e.g. academic dismissal).

c. If University Housing approves your termination request and/or initiates termination, your termination date (the “Termination Date”) will be the date provided in University Housing’s notification/approval of termination. Any termination effective after November 25, 2016 for Semester I and April 28, 2017 for Semester II will be considered an “end of semester” termination with a termination date of December 23, 2016 and May 20, 2017 respectively. You must vacate the Residence Halls by the Termination Date. In the case of a serious violation of law and/or UWM Policies, or a reasonable belief that a threat exists, you may be required to vacate within 24 hours. In the event that you file an appeal, you must still vacate by the Termination Date.
   i. Contract holders, who terminate their contract remain responsible for a prorated daily rate, based on their assigned room type, for each day they remain in residence. Fall room rate proration ends on January 9, 2017, and spring room rate proration begins on January 10, 2017 for academic year contract holders.

d. You will not be considered to have terminated your occupancy, and will be charged accordingly, until the later of (i) the Termination Date and (ii) the date on which all keys issued to you, if any, are returned and you have vacated the premises (the “Effective Termination Date”).
2. Termination Fees/Penalties
   a. If University Housing APPROVES your termination request:
      i. Your room charges will be prorated through and including the
         Effective Termination Date;
      ii. You will forfeit your $100 deposit;
      iii. You will be charged a $200 termination penalty;
      iv. Your meal plan charges, if applicable, for the current semester.
         This includes prorated meal plan administrative fee through
         and including the Effective Termination Date, all used meal
         plan points and a $10 processing fee; and
      v. You will be billed any applicable room and common area
         damage charges.
   b. If University Housing terminates your Contract or if your termination
      request is NOT APPROVED by University Housing and you vacate:
      i. You will be billed 100% for room charges through and
         including the Effective Termination Date and 85% of room
         charges for the duration of the contract;
      ii. You will forfeit your $100 deposit; and
      iii. Your meal plan charges, if applicable, for the current semester.
         This includes 100% of the meal plan administrative fee
         charges through and including the Effective Termination Date
         and 85% of the meal plan administrative fee for the duration
         of the contract, all used meal plan points and a $10 processing
         fee; and
      iv. You will be billed any applicable room and common area
         damage charges.
   c. Termination requests submitted between August 29-September 1,
      2016 will be processed as an approved termination (subject to a granted
      UWM Residency Requirement Exemption Request) and fees will apply
      as detailed in Section(G)(2)(a), in addition to the following:
      i. You will be charged a $75 cleaning fee if you picked up the
         assigned room key(s);
      ii. You will be charged for one day if you check-in and out the
         same day.

If your contract is terminated by University Housing due to inappropriate actions and/or
behavior, charges will apply as detailed in Section (G)(2)(b).

3. Failure to use space assignment (after assigned date of entry to academic year
   space)
   a. You retain occupancy of a room and are liable for charges from your
      assigned date of entry or until your Contract is terminated pursuant to
      the terms set forth in Section (G)(1) above, whether or not you are
      actually in residence. Failure to use a spaces does not constitute a
      change in Contract status or alter your financial obligations in any way.
H. SUSPENSION OF CONTRACT

You are not entitled to a reduction in amounts owed pursuant to this Contract for absences due to extended leaves (e.g. hospital stay, vacations). If you fail to use your Panther Card for an extended time because of serious illness, your plan can be adjusted to a plan of lesser value by submitting the Contract Preference Change Form to University Housing which may require additional documentation, including from your medical provider.

University Housing reserves the right to temporarily suspend this Contract without notice in the event of an emergency which would render the Residence Halls unsafe to persons or property. If such an event lasts more than three days, you will be refunded a prorated amount for the period that occupancy was denied. In the event that your occupancy is suspended due to your violation of law and/or UWM Policies, you will not be entitled to any refund for the period occupancy was denied.

Restaurant Operations may suspend operations or change the location of its operations as a result of an emergency or during any recess period.

If you withdraw or are academically dismissed from UWM and later re-enroll or are reinstated at UWM in the same academic year, this Contract will remain in effect and you remain responsible for all charges associated with this contract.

I. VACATING & ABANDONED PROPERTY

When vacating your Residence Hall room, you must follow the written instructions provided to you. This includes returning your keys as designated, removing personally owned or rented furniture and equipment, waste and debris, and leaving the room in an acceptable, clean condition with all furnishings intact. A room inspection by University Housing will serve as the basis for check-out charges or refunds. You will be assessed a service charge if additional housekeeping and/or removal of belongings is required. Any property left in the Residence Halls after the Occupancy End Date will be removed. If not claimed within 15 days after the Occupancy End Date, it will be considered abandoned and will be disposed of accordingly.

J. DAMAGES

You agree to pay for any damages to the Residence Halls, including for fire, damaged or missing furniture, lost property, or service costs caused by your negligent, intentional or reckless actions and those of your guests. Where two or more residents occupy the same room and responsibility for damage or loss cannot be ascertained by University Housing, the cost of damage or loss will be divided and assessed equally between or among the residents of the room. University Housing reserves the right to assess common area damage among residents of any room/floor/community and/or building.

K. NO LANDLORD TENANT RELATIONSHIP

This Contract pertains to dwelling units operated by the UWM whose occupancy is incidental to the provision of educational services. Occupancy is contingent on concurrent enrollment and good standing at UWM. This Contract only grants a limited and restricted license to occupy a dwelling unit and is not subject to any of the provisions of Wisconsin Statutes Chapter 704 or Wisconsin Administrative Code Chapter ATCP 134.
L. LIABILITY & INSURANCE

UWM, the UWM Real Estate Foundation, Inc., and their officers, employees, and agents (collectively, the “Covered Parties”) have no legal obligation, nor any ability to provide reimbursement for your or your guests’ personal property resulting from loss, theft, water damage, vandalism, or any other perils, unless damage results from the acts, omissions, or negligence of a specific University employee.

You agree to hold harmless and indemnify the Covered Parties from any and all liability, including claims, demands, costs, damages, and expenses of every kind and description (including death) for damages sustained by you or others as a result of your acts or omissions, including those that relate to changes or modifications made by you to your room or furnishings such as 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 or purchased, and that you will pay any resulting claims on behalf of the Covered Parties. You also further agree to accept all such responsibility for your guests and will accompany your guests each time they visit any UWM Residence Hall.

In light of the above, it is recommended that you have sufficient homeowner’s and/or renter’s insurance in place.

M. FINANCIAL APPEALS

If you believe that you were charged incorrectly, you should contact University Housing immediately to discuss the matter. If the matter remains unresolved, you may file an appeal with the Financial Appeals Committee (see www.universityhousing.uwm.edu for details on the appeal process). You have 120 days to file a financial appeal from (i) the date the disputed charge was posted to your UWM PAWS account (if you are a UWM student) or (ii) the date of the University Housing invoice you are disputing (if you are not a UWM student). Appeals for charges older than 120 days will not be reviewed except as required by law.

N. ROOM ASSIGNMENTS & ROOM CHANGES

Your Contract is for a room as assigned by University Housing in its sole discretion, not for a particular room or building. New residents are randomly assigned factoring in indicated preferences. Failure to rate any preferences will result in a room assignment based on availability. Preference for a Living Learning Community (LLC) will supersede any other indicated preference.

Roommate preferences must be by mutual request, be for identical room type (including LLCs), and must be submitted to University Housing by May 1, 2016, for Semester I and by December 1, 2016, for Semester II. Requests after these dates may not be honored. Suitemates preferences will not be accepted.
University Housing does not discriminate in assignments on the basis of age, ancestry, arrest or conviction record, color, disability, gender identity/expression, veteran status, marital status, national origin, pregnancy, political affiliation, race, religion, sex, or sexual orientation. Failure by University Housing to grant your assignment preference does not void this Contract.

You are required to complete a “My Emergency Contacts” form via your MyHousing account prior to your Assigned Entry Date.

**At the discretion of University Housing, some rooms may be assigned over their stated occupancy. University Housing reserves the right to consolidate room assignments based on vacancies.**

University Housing reserves the right to change room assignments, to assign roommates, and to consolidate room assignments based on vacancies. You may request a room change after the first three weeks (September 19, 2016) of the Semester I and the first two weeks of the Semester II, subject to approval by University Housing. A room freeze will also be in effect between Semester I (December 15, 2016) and Semester II (February 6, 2017) to accommodate new Semester II arrivals. You may not change rooms at any time without prior written approval from University Housing. Unauthorized room changes and/or failure to change rooms at a designated time may result in you being required to move back to your authorized assignment, a service charge of $75, and/or disciplinary action.

**Q. REASONABLE ACCOMMODATIONS**

Residents with disabilities who seek accommodations or modifications to a Residence Hall space (e.g. an accessible shower stall, doorbell with flasher) and/or UWM Policies must notify University Housing by submitting the Housing Accommodation Request Form with supporting documentation. The priority deadline to submit such request is August 1, 2016 for Semester I and January 1, 2017 for Semester II.

**P. RULES AND REGULATIONS**

You, your guests (if applicable), and any other guests, are required to observe all applicable laws and UWM Policies.

**Q. PROOF OF VACCINATION & HYGIENE**

Wisconsin law [sec. 36.25(46)] requires students who reside in the Residence Halls to affirm that they have received vaccination against meningococcal disease and hepatitis B, and to provide the dates of vaccination, if any.

While living in the Residence Halls, you are responsible for your own self-care including appropriate personal hygiene, physical and mental health, management of medical conditions or illnesses, and other personal needs. You are expected to utilize the various resources available to you to provide this care for yourself. If you are unable to meet these self-care expectations and/or you cause harm to yourself or others, you may be asked to adhere to an action plan and/or vacate the Residence Halls.
R. ROOM ENTRY

Authorized personnel may enter your room for serious life- or health-threatening emergencies at any time, including over recesses. Authorized personnel may enter your room to perform requested, preventive, prescheduled, or emergency maintenance, to assess for any damages after you have vacated, or, in the absence of occupants of the room, to silence a disruptive noise. When possible, advance notice of room entry will be given. University Housing employees are required to report any violations of this Contract, applicable law and/or UWM Policies, they observe when in your room.

Property can be seized and removed from your room when it constitutes an imminent danger or when its presence is in violation of the law or the Resident Handbook, when it is University-owned property, or when staff have evidence that an unauthorized pet is in the room. Law enforcement officers may enter your room and seize your property as permissible by law.

S. DINING SERVICES

Every resident is required to participate in the meal program with the exception of residents in Purin Hall, Cambridge Commons upgraded suites, and Sandburg’s East Tower. Any resident not required to participate in the meal program may still choose to do so. Cambridge Commons upgraded suite and Sandburg East Tower residents are required to pay an administrative fee to cover facility use regardless of whether they have a meal plan.

<table>
<thead>
<tr>
<th>2015-2016 MEAL PLAN RATES</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>The 2016-2017 rates are approved during June 2016 by the BOR and will be posted online once approved.</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Meal Plan Level</th>
<th>Semester Cost</th>
<th>Academic Year Cost</th>
<th>Plan Breakdown per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Premium Level 3</td>
<td>$2296</td>
<td>$4592</td>
<td>$1490 Plan Points + $806 Admin Fee</td>
</tr>
<tr>
<td>Standard Level 2</td>
<td>$1954</td>
<td>$3908</td>
<td>$1148 Plan Points + $806 Admin Fee</td>
</tr>
<tr>
<td>Value Level 1</td>
<td>$1612</td>
<td>$3224</td>
<td>$806 Plan Points + $806 Admin Fee</td>
</tr>
<tr>
<td>Admin Fee</td>
<td>$806</td>
<td>$1612</td>
<td></td>
</tr>
</tbody>
</table>

*The Standard Plan (Level 2) is the default level if a meal plan is not selected, or if assigned to a building that requires a meal plan and you selected “No Plan” in the contract process.*

** Residents of Cambridge Commons Upgrades and Sandburg East Tower suites are required to pay the administrative fee to cover facility use, even if “No Plan” was selected in the contract process.
1. How does the plan work?:
The fees paid by each resident to Restaurant Operations include an administrative fee to cover basic costs such as rent, utilities, basic staff levels, and services required to provide a full cafeteria operation and other common facilities in Cambridge Commons, Riverview, and Sandburg. Every dollar paid above that amount is added to the resident’s Panther Card as points to be spent at Restaurant Operations’ units across campus. You will realize the greatest value from account dollars when eating in Residence Halls Dining Units. You are entitled to purchase as much as you wish at those units at a 50% discount from cash or gold card prices (with some exceptions).

Meals are a la carte, and you may purchase as much or as little as you wish, paying only for the items you select at each meal. Points on your card may be used at other campus Restaurant Operations locations at regular prices. As a Resident Account card holder, you do not pay sales tax on any UWM food purchases.

2. Unused points:
When you select your level of participation at the beginning of the year, you are selecting for the entire academic year. Your account will be credited half of the annual amount each semester. This helps most residents budget their meal plan dollars. Any points not used Semester I will automatically be carried over to Semester II. Residents may monitor their points usage by logging on to [www.uwm.edu/panthercard](http://www.uwm.edu/panthercard). You may reduce your meal plan by submitting a Contract Preference Change Form [to University Housing].

Unused meal plan point refunds are processed in late June, less a $10 administrative processing fee. If you have an outstanding balance with UWM, your meal plan points refund, if any, will first be applied to cover any outstanding UWM charges and then any remaining balance will be refunded. Refunds are provided the same way payment was made.

3. Dietary Accommodations:
Restaurant Operations works to ensure that dietary needs are met. If you require any special dietary accommodations or have questions related to dining options please contact Brian Vetter, [bvetter@uwm.edu](mailto:bvetter@uwm.edu) or (414) 229-7276. Restaurant Operations information can also be found online at [www.uwm.edu/dining](http://www.uwm.edu/dining).

If you require specific dietary accommodations (e.g. for medical reasons or cultural considerations), please submit the Food Allergy & Special Dietary Needs Request form to Restaurant Operations. This form can be found online at: [www.uwm.edu/dining/dietary-info/food-allergy-special-dietary-form/](http://www.uwm.edu/dining/dietary-info/food-allergy-special-dietary-form/).

T. Gold Account
The Gold Account is a separate account from your residential meal plan, which is attached to your UWM Panther Student ID Card. Gold funds can be used for non-dining service purchases (i.e. vending, laundry, University Bookstore). This account is optional and is activated by submitting the Gold Account Contract to the Panther Card Office (Union 161). Deposits can be made at the Panther Card Office (Union 161), [www.uwm.edu/panthercard](http://www.uwm.edu/panthercard), or through a Cash Value Center (CVC) in the laundry room of the Residence Halls.
LIVING LEARNING COMMUNITIES

An LLC is a group of students with a common interest or major that live on the same floor and take at least one class together. They are assigned a Resident Assistant and/or a Student Success Mentor with a similar major or interest. LLCs exist in Cambridge Commons, Purin, RiverView and Sandburg Halls.

LLC activities and classes occur throughout the year. You have access to personalized field trips, events, lectures and networking opportunities with faculty & staff, in addition to a smaller class size and individual attention.

- Meet students with similar interests
- Get involved on campus and gain leadership experience
- Meet a diverse group of students
- Get to know faculty and staff outside of the classroom
- Join study groups, access additional tutoring and supplemental instruction
- Increased service learning and volunteer opportunities

Demetria Anderson
Coordinator of Residential Education
Email: UWMLLC@uwm.edu
Phone: 414.229.5712

Visit www.LLC.uwm.edu
UWMLLC.blogspot.com
#uwmllc

2015-2016 LIVING LEARNING COMMUNITIES
LLCS FOR 2016-2017 WILL BE ANNOUNCED ON DECEMBER 1, 2016

- American Sign Language
- Architecture Sustainability
- Art and Design
- Business Panthers
- Career Quest
- Dance Foundations
- Education Leadership
- Engineering House for CEAS Majors
- Film, Video, Animation and New Genres
- Health Professions
- Honors House
- HH2: Honors House for Returners
- Journalism, Advertising and Media Studies
- Local to Global
- Music Community
- Panther Military, Veterans, and ROTC
- S’MORE (Sophomore Year Experience)
- Social Justice, Diversity & Pride
- Social Welfare
- Spanish Language House
- Transfer Community
- UWM.NET
AT A GLANCE ...
Built: 2010
Population: 700 residents (75% first-year)
Location: North Avenue & Cambridge Avenue (adjacent to Milwaukee River)
Named For: Cambridge Avenue which runs in front of building
Notable: LEED Gold Certified (first residence hall in Wisconsin, and one of only 32 nationwide with that distinction).
Building Amenities: Cafeteria, Restor & More Convenience Store, 24-hour service desk, computer lab, Mac Media Lab, music practice rooms with recording equipment, outdoor patio and courtyard, fitness room, underground parking.
Suite Amenities: Large rooms, walk-through closets, air conditioning, sink/vanity separate from bathroom, full-size refrigerator. Upgraded suites include: furnished kitchen and living rooms.

AT A GLANCE ...
Built: 2008
Population: 475 residents (90% first-year)
Location: North Avenue & Commerce Street (adjacent to Milwaukee River)
Named For: Gorgeous views of Milwaukee River basin.
Notable: Highest concentration of first-year students of any UWM Residence Hall. Quick and easy access to Oak Leaf Recreation Trail.
Building Amenities: Cafeteria, Restor & More Convenience Store, 24-hour service desk, computer lab, floor lounges with river views, study rooms on each floor, outdoor patio, fitness room and underground parking.
Suite Amenities: Large rooms, walk-through closets, air conditioning, sink/vanity separate from bathroom.

AT A GLANCE ...
Built: 1970 (North, South and West) and 2001 (East)
Population: 2800 residents (70% first-year)
Location: Maryland Avenue & Newport Street
Named For: Pulitzer Prize winner Carl Sandburg, who, in the early 1900s, lived six blocks west of what is now the UWM Kenwood campus.
Building Amenities: Cafeteria, Emporium Convenience Store, Grind Coffee Shop, Palm Gardens late-night restaurant, 24-hour service desk, computer lab, Flicks Movie Theater, centralized floor lounges, fitness room, limited garage parking.
Suite Amenities: Varied floor plans, closet organization systems, full bathroom, city/lake/campus views. East Tower Only: Kitchen furnished with refrigerator, microwave and stove, A/C.