



KENILWORTH SQUARE APARTMENTS
**CONTRACT
GUIDEBOOK**

2019–2020

#UWMHOME



■ 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 2019-2020 academic year! Enclosed in this document is your UWM University Housing-Kenilworth Square Apartments Contract Guidebook, which is a PDF copy of the contract you will sign and complete online. We strongly encourage you to review these legally binding terms carefully so you understand your rights and responsibilities as a contract holder.



Your access to the online contract (uwm.edu/myhousing) is now live for you to submit your Kenilworth Square Apartments 2019-2020 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 email you a contract confirmation upon successful submission of your online contract. The charge for your Deposit of \$300, of which \$50 is non-refundable, can take 3-5 business days to post to your PAWS account after your contract has been submitted online.

Thank you for your interest in University Housing!

Arretta Knautz, Housing Director, and Kari Dawson, Acting Associate Director

■ CONTACT US

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Hours: Monday –Friday 7:45am–4:30pm (except state holidays)

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KEY DATES TABLE

FALL	DETAILS	SPRING
May 31	Contracts must be canceled ON OR BEFORE this date if you wish to recoup \$250 of your \$300 deposit. Refer to Section E: CONTRACT CANCELLATION FORFEITURE SCHEDULE	
June 1	Deadline for contracts to be completed in order to be eligible for the first room assignment lottery. Contracts must be completed by 11:59pm to be part of the first lottery.	Dec 15
July 31	Contracts must be canceled ON OR before this date if you wish to recoup \$150 of your \$300 deposit. Contracts canceled after this date will forfeit \$250 of the \$300 deposit.	Nov 30
Dec 31	Last day for residents to move out of University Housing IF they plan on leaving UWM at the end of Semester I. Please notify University Housing as soon as possible if you know you are not returning for Semester II. Refer to Section F: Termination of Contract.	
July 5	The first batch of assignments are typically released via the MyHousing website after 12pm (noon) on the Friday of the first full week of the month. Students use their MyHousing account to access their room assignment, as well as their move-in appointment.	Jan 3
Aug 1	Deadline for Early Arrival applications (for those students who are required to be on campus for official university business prior to their assigned move-in date/time). The earliest arrival move-in date that can be requested is August 20/January 15. Early Arrival Applications received after this date may be denied without review.	Jan 1
Aug 30	Deadline for contract cancellations to be received for non-early arrivals. If your assigned date of entry is on or before September 1/January 19, you must submit a cancellation request form at least 24 hours prior to your assigned date of entry if you wish to recoup \$50 of your \$300 deposit.	Jan 16
Sept 1	Semester I and Semester II Move-In Dates. For Semester I move-ins, please refer to your MyHousing (uwm.edu/myhousing) portal for your specific Assigned Entry.	Jan 18
Sept 3	First day of class	Jan 21
	Last day of housing contract. All residents must vacate no later than 6:00pm.	May 31

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:

FILE THE FAFSA—The 2019-20 FAFSA became available on October 1, 2018. You will use 2017 tax information to complete it. This means you already have all the information you need to complete your FAFSA for next year. Apply online at fafsa.gov as soon after October 1st as possible—a number of financial aid programs have limited funds. List UWM's school code (003896) and use the IRS Data Retrieval Tool.

BUDGET—The Financial Aid Office estimates your costs, but it is important for you to set up your own individual budget. Final tuition costs are not available until mid-to-late summer, but there is a lot of information available to you now. Do not wait until August to develop your financing plan. Look at the costs of prior semesters/years and use them as an estimate. Check out the UWM Total Cost Estimator, a GREAT tool found at uwm.edu/financialaid/tuition-cost/uwm-total-cost-estimator/.

Once you know your costs and how much you have from your personal resources (savings and income from work) as well as financial aid options, you should have some idea of how much you may still need in additional resources. Read about Parent PLUS Loans and Private Alternative Loans in the loan section of financialaid.uwm.edu.

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.

Be sure to visit financialaid.uwm.edu for important details on applying for aid and the types of aid available. You may also use our website to submit general questions using our "Ask the Panther" product.

CONTRACT INSTRUCTIONS

To access the online contract

1. Visit uwm.edu/myhousing.
2. Log-in using your E-Panther ID and password. Complete your Emergency Contact Information (link in left side menu).
3. Under the 2019-2020 Kenilworth Square Apartments Contract header, click the link to select and complete your contract.
4. After you've submitted the contract, print the confirmation page.
5. You can review your submitted contract PDF at anytime by logging back into your MyHousing account.

University Housing will contact you via e-mail when your online contract has been accepted. The \$300 deposit, of which \$50 is non-refundable, must be paid in full by the due date listed on PAWS. Your deposit charge can take 3-5 business days to post on your PAWS account from the date your contract is submitted. We manually upload the charge after you submit the contract, not before.

June 1st serves as the priority deadline for contract submission and the initial lottery assignment run. Online preferences will lock on this date. The results of the priority assignment lottery will be posted in the month of July and will continue through September for Semester I and in the month of January for Semester II. University Housing assignments will be posted to your MyHousing account for your review. More details will be provided on our website regarding the check-in process as we get closer to move-in.

If you wish to live in UWM housing, you should read and complete the online contract and submit the required \$300 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 \$300 will be posted to your PAWS account within three-to-five business days after UWM's receipt of the online contract.

CONTRACT TIP

Find housing contracts & info at
uwm.edu/myhousing.

This is not the same as your PAWS account!

This contract will become legally binding once it has been submitted online regardless of whether the \$300 Deposit has been paid or received.

Failure to read or understand your Contract terms does not excuse you from complying with the provisions contained in it. Further, failure to move into or use your assigned room does not alter your obligations under this Contract.

KENILWORTH SQUARE APARTMENTS 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 Kenilworth Square Apartments (“Kenilworth”), subject to the terms and conditions below.

A. ELIGIBILITY TO RESIDE IN KENILWORTH

1. To be eligible to reside in Kenilworth, you must have a home campus designation of main/Milwaukee and meet one of the following criteria by your Occupancy Start Date (defined below):
 - a. An enrolled UWM Junior or Senior;
 - b. An enrolled UWM Graduate Student;
 - c. An enrolled UWM student who is twenty-two (22) years of age or older by September 1, 2019;
 - d. An enrolled UWM student determined to be eligible to live in Kenilworth by the Director of University Housing; or
 - e. A faculty or staff member at UWM.
 2. Notwithstanding the above, University Housing reserves the right to reject, cancel or terminate your housing contract if at any time you are registered for, or your credit load is reduced to, five credits or fewer. Please refer to Sections E and F for additional information on cancellation and termination fees.
 - a. Your eligibility status will be checked on August 1, 2019 for Semester I and January 1, 2020 for Semester II. If you are not enrolled as of August 1, 2019/January 1, 2020, University Housing reserves the right to administratively cancel/terminate your Contract due to ineligibility. You may provide proof of extenuating circumstance to university-housing@uwm.edu if you are not able to register for classes by those dates.
 3. Otherwise determined eligible for residence in Kenilworth Square Apartments by the Director of University Housing.
 - a. UW System Administrative Policy 136 (the “Policy”) requires students applying to live in Kenilworth Square Apartments to disclose certain felony pleas and convictions, as well as expulsions, dismissals, and suspensions resulting from post-high school non-academic misconduct. UWM reviews such disclosures to evaluate whether to grant Kenilworth Square Apartments Contracts. Such disclosures are initially made in the Kenilworth Square Apartments online contract; however, students residing in the Kenilworth Square Apartments **have a duty to update these disclosures online via uwm.edu/myhousing** in the event they are convicted of a felony or subject to suspension or expulsion resulting from non-academic misconduct after their Contract has been submitted. Failure to update a disclosure may constitute grounds for cancellation or termination of a Kenilworth Square Apartments contract.
 - b. In the event you make such a disclosure, a committee will evaluate your eligibility in light of your disclosure and may ask you for additional information. A negative committee decision may be appealed within 10 days after it is issued. The Appeals Officer will evaluate such appeals and issue a final, non-appealable decision.
- You may also request in writing that another individual live with you in Kenilworth (the “Guest Resident”). All Guest Residents must

be twenty (20) years of age or older by September 1, 2019 and must not be otherwise affiliated with UWM (e.g. a UWM student, staff member, or faculty member). All Guest Residents must sign the “**Kenilworth Guest Resident Agreement**” and that will be provided to you, the Primary Contract Holder, upon request if space permits. If a Contract Holder wishes to have a UWM-affiliated individual reside with him/her, that individual must sign a Kenilworth contract.

B. FEES & PAYMENT

1. You agree to pay UWM all applicable fees for the type of room/apartment assigned to you by University Housing as detailed in the 2019-2020 Rate Schedule. The room rates printed here are the rates for the 2018-2019 academic year. Students should be prepared for a 2-4% increase from the 2018-2019 rates. The approved 2019-2020 Rate Schedule will be posted on the University Housing webpage (uwm.edu/housing) in Summer 2019 and applicable rates will be posted to your PAWS account.

2018–2019 ACADEMIC YEAR ROOM RATE TABLE			
<i>*The 2019-2020 rates are approved during June 2019 by the Board of Regents and will be posted online once approved.</i>			
Kenilworth Square Apartments			
Unit Type	Cost per Month TOTAL	Cost per Month Two People	Cost per Month Three People
1 BEDROOM APARTMENT	\$1,077	\$538.50 per person	N/A
1 BEDROOM UPGRADE	\$1,119	\$559.50 per person	N/A
2 BEDROOM APARTMENT	\$1,372	\$686 per person	N/A
2 BEDROOM UPGRADE	\$1,436	\$718 per person	N/A
3 BEDROOM APARTMENT	\$1,791	\$895.50 per person Two people buy out remaining vacant space	\$597 per person
3 BEDROOM UPGRADE	\$1,989	\$994.50 per person Two people buy out remaining vacant space	\$663 per person

You will be billed monthly for your room/apartment. Payments for each month are due by the 5th of that month. If you are not a UWM Student, you will receive a monthly paper statement which will be mailed to your campus address. If you are a UWM student, an online Statement of Account will be available on your PAWS account and you will not receive a monthly 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. For non-student contract holders, a Statement of Account is available upon request to university-housing@uwm.edu.

General questions regarding charges in your PAWS account and their respective due dates may be directed to the Bursar Office at: (414) 229-4914 or bursar@uwm.edu or for non-student contract holders at: (414)229-4065 or university-housing@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 your \$300 Deposit with your Contract (the “**Housing Deposit**”). Your Housing Deposit will be credited to fees owed during the month in which your Occupancy End Date falls, less \$50 and any other amounts withheld pursuant to this Contract. Failure to pay the deposit does not void a submitted contract.

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; eviction; any other action permissible by applicable law and/or UWM policies and procedures (collectively, “**UWM Policies**”).

■ C. CONTRACT TERM & DATES OF OCCUPANCY

This Contract is for the **2019-2020 Academic Year** and it becomes effective on the date it is submitted to University Housing.

Unless otherwise approved by University Housing, your occupancy period begins on your assigned entry or move-in date (“**Assigned Entry Date**”). For most residents, your Assigned Entry Date will be September 1, 2019 for Semester I (Fall 2019) or January 18, 2020 for Semester II (Spring 2020); however, some residents may have a different date assigned to them, including an Approved Early Arrival Date (see Section D) if applicable.

You may occupy your assigned room beginning on your Assigned Entry Date. For purposes of the Contract, your Assigned Entry Date will be:

- i. September 1, 2019 for Semester I (Fall 2019) and January 18, 2020 for Semester II (Spring 2020);
- ii. The date assigned to you by University Housing if different than (i); or
- iii. Your Approved Early Arrival Date (see Section D), if applicable.

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

- i. the date on which the Contract is terminated pursuant to Section F;
- 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 in advance, or
- iii. May 31, 2020 no later than 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 food service) may be reduced or suspended during recess periods.

■ D. EARLY ARRIVAL

If you are required to be on campus prior to September 1, 2019 for Semester I or January 18, 2020 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 atwvm.edu/housing.

The Early Arrival Request Form should be submitted to University Housing no later than August 1, 2019, for Semester I and January 1, 2020, 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, 2019 for the Semester I or January 15, 2020 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;

CONTRACT TIP

Required to be on campus before official move-in dates? Complete an Early Arrival Form!



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 student-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.

E. CANCELLATION OF CONTRACT

1. You may cancel this Contract by completing a Contract Cancellation Request Form and submitting it to University Housing. Cancellation forms must be received by University Housing at least 24 hours before your Assigned Entry Date OR by August 30, 2019 (Semester I) /January 16, 2020 (Semester II), whichever is first (the “**Cancellation Deadline**”). If received after the deadline, the request will be processed as a Contract Termination as outlined in Section F.
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, reduction in enrollment to five credits or fewer, non-enrollment, cancellation with UWM, ineligibility under UWS Administrative Policy 136, 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/ Kenilworth Square Apartments 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:

CONTRACT TIP

Fall cancellation deadline is August 30, 2019 or 24 hours before assigned date of entry.

2019-2020 ACADEMIC YEAR CONTRACT CANCELLATION FORFEITURE TABLE	
Contracts beginning Fall 2019 — Semester I Entry	Amount Withheld from \$300 Deposit
Prior to June 1, 2019	\$50
June 1 through July 31, 2019*	\$150
August 1 through August 30, 2019	\$250
Contracts beginning Spring 2020 — Semester II Entry	
Prior to December 1, 2019	\$150
December 1, 2019 through January 16, 2020**	\$250
<p>You may cancel this Contract by completing a Contract Cancellation Request Form and submitting it to University Housing. Cancellation forms must be received by University Housing at least 24 hours before your Assigned Entry Date OR by August 30, 2019 (Semester I) /January 16, 2020 (Semester II), whichever is first (the “Cancellation Deadline”). If later, the request will be processed as a Contract Termination as outlined in Section F.</p>	

*Contracts received on or after June 1, 2019 are subject to the same penalty.

**Contracts received on or after December 1, 2019 are subject to the same penalty.

4. Special Circumstances: You may be eligible for a refund of \$250 of your Deposit in University Housing's sole discretion, provided that you notify University Housing as soon as possible and that you provide any requested documentation prior to your Assigned Entry Date if:
 - a. You are **not able to attend school** due to personal illness, family illness, or military obligations; or
 - b. You are not eligible to live in University Housing due to UWS Administrative Policy 136 (wisconsin.edu/uw-policies/uw-system-administrative-policies/required-disclosures-for-participation-in-certain-uw-system-services-and-programs/)

■ F. 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 complete a Contract Termination exit interview. You are responsible for providing proof of special circumstances warranting termination to University Housing. If, following an approved termination, University Housing determines that your reason(s) for terminating your Contract was or is no longer valid, your Contract will be reinstated, and you will be responsible for all charges associated with this Contract.
 - 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. assignment to a UWM-sponsored internship or other UWM-sponsored program which requires living outside of Milwaukee County;
 - iii. withdrawal, transfer, or non-enrollment from UWM as long as your requested Termination Date is the same or later than the posted withdrawal or transfer date; or
 - iv. called to active military duty.
 - b. University Housing may also **administratively** initiate termination. Causes for administratively initiated termination include, but are not limited to:
 - i. any/all of the reasons detailed in Section E (2);
 - ii. inappropriate actions and/or behavior;
 - iii. past or current behavior that your presence in the Residence Halls or Kenilworth Square Apartments 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. ceasing 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. You must vacate Kenilworth Square Apartments 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. If your termination is due to your withdrawal from the institution, you must vacate no later than the last day of the month in which you withdrew. In the event that you file an appeal, you must still vacate by the Termination Date.
2. **Termination Fees/Penalties**
 - a. If your termination request is **APPROVED** by University Housing and you vacate:
 - i. You will be billed your monthly apartment charges through and including the last day of the month in which the keys are returned; and

CONTRACT TIP

The most common approved reasons to terminate?
Graduation or withdrawal.

- ii. You will forfeit your \$300 deposit;
 - a. If you are a December graduate, your \$300 deposit will be applied to your December room charges, less \$50, if you are in accordance with Section F(1) (a) (i) above.
- iii. You will be billed any applicable room and common area damage charges.
- b. If University Housing administratively terminates your Contract, or if your termination request is **NOT APPROVED** by University Housing and you vacate:
 - i. You will be billed your monthly apartment charges through and including the last day of the month in which the keys are returned; AND 85% of charges for the remaining duration of the contract;
 - ii. You will forfeit your \$300 Deposit;
 - iii. You will be billed any applicable room and common area damage charges.
- c. Termination requests submitted between August 30–September 1, 2019 will be processed as an approved termination and fees will apply as detailed in Section(F) (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 the prorated daily rate of your assigned room for each day the contract is active during this date range. You will be charged for one day, at the prorated daily rate of your assigned room, if you check-in and out the same day.
 - a. If you are still residing, or retaining keys on or after September 2, 2019, termination fees will be applied as outlined in Section (F) (2) (a-b) dependent upon your reason for termination.

CONTRACT TIP

Unapproved termination?
You would still owe 85% of cost remaining on contract.

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

- 3. Failure to use space assignment (after assigned date of entry to academic year space)
 - a. You are liable for charges from your Assigned Entry Date until your Contract is terminated pursuant to the terms set forth in Section (F) (1) above, whether or not you are actually in residence or otherwise physically occupy the room. Failure to use an assigned room does not constitute a change in Contract status or alter your financial obligations in any way.

■ G. 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).

University Housing reserves the right to temporarily suspend this Contract without notice in the event of an emergency which would render Kenilworth Square Apartments 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.

CONTRACT TIP

Proper vacate instructions available at uwm.edu/housing/policies/mid-contract-termination/termination-checklist/

■ H. VACATING & ABANDONED PROPERTY

When vacating your Kenilworth room, you must follow the written instructions provided to you (a copy is available at uwm.edu/housing/policies/mid-contract-termination/termination-checklist/). 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 Kenilworth Square Apartments 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 without compensation to you. If such situation occurs, you may be liable for removal charges.

■ I. DAMAGES

You agree to pay for any damages to Kenilworth Square Apartments, 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/apartment 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/apartment. University Housing reserves the right to assess common area damage among residents of any room/apartment/floor/community and/or building.

■ J. 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 continued eligibility 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 ATPC 134.

■ K. 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 Kenilworth Square Apartments or 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.

CONTRACT TIP

It is recommended that you have sufficient homeowner’s and/or renter’s insurance in place.

CONTRACT TIP

Appeals must be made within 120 days of charge posted.

■ L. 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 uwm.edu/housing 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.

If your contract is terminated by University Housing due to inappropriate actions and/or behavior, charges will apply as detailed in Section (F) (2) (b). These charges are not eligible for a Financial Appeal, but rather you may appeal your termination of contract through the behavior process as outlined in your termination letter.

■ M. ROOM ASSIGNMENTS & ROOM CHANGES

Your Contract is for a room/apartment as assigned by University Housing in its sole discretion, not for a particular room or apartment.

New contract holders are randomly assigned factoring in indicated preferences; continuing contract holders have the opportunity to participate in self-assignment each spring. Popular apartment types may fill during the returning self-assignment process. Residents will be informed of the process and deadlines via campus mailbox and UWM email each spring. Those continuing contract holders who do not participate in the self-assignment process will be assigned by lottery. Failure to rate any preferences will result in a room assignment based on availability.

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 room assignment preference does not void this Contract.

You are required to complete a “My Emergency Contacts” form via your MyHousing account prior to signing your Contract.

CONTRACT TIP

At move out, make sure you follow checklists! Avoid "improper checkout" charges!

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, at any time in its sole discretion, to change room/apartment assignments, to assign apartment-mates, and to consolidate room assignments based on vacancies. You may request a room change after the first three weeks (September 16, 2019) of Semester I and the first two weeks of Semester II, subject to approval by University Housing. A room freeze will also be in effect between Semester I (December 13, 2019) and Semester II (February 3, 2020) 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.

■ N. REASONABLE ACCOMMODATIONS

Residents with disabilities who seek accommodations or modifications to a Kenilworth 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. University Housing requests that you submit accommodation requests by August 1 for Semester I and January 1 for Semester II in order to maximize the availability of the requested accommodation.

■ O. RULES AND REGULATIONS

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

■ P. VACCINATIONS & HYGIENE

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

While living in Kenilworth Square Apartments, 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 Kenilworth Square Apartments.

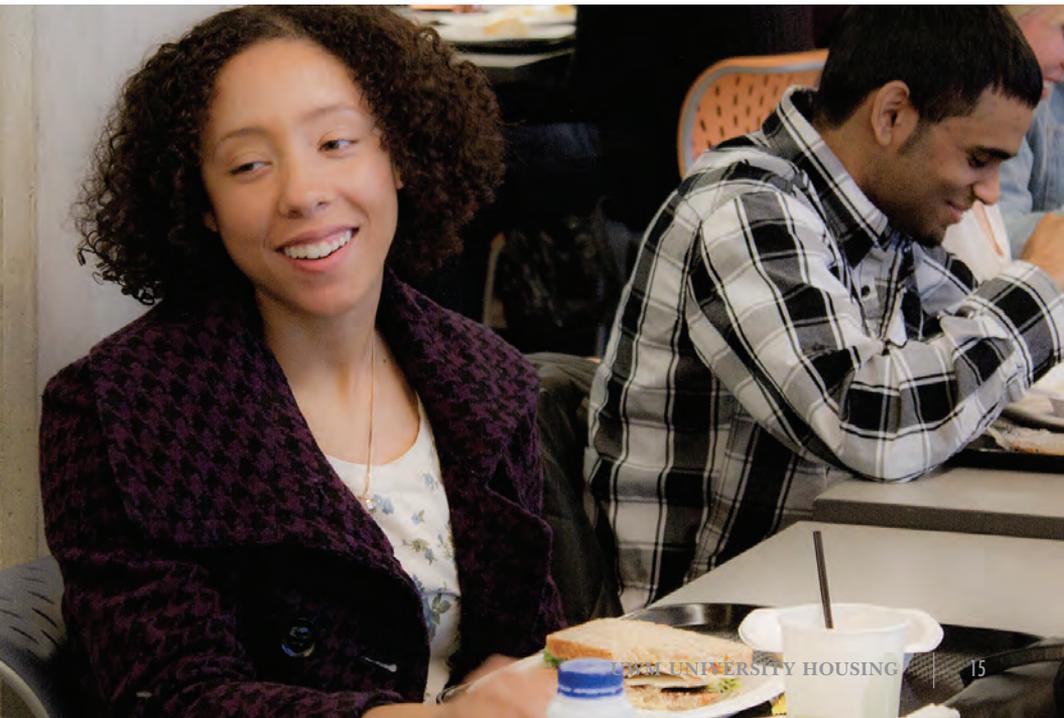
■ Q. ROOM ENTRY

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.

■ R. GOLD ACCOUNT

The Gold Account is attached to your UWM Panther Student ID Card. Gold funds can be used for dining and non-dining service purchases (e.g. vending, laundry, Panther Shop). This account is optional and is activated by submitting the Gold Account Contract to the Panther Card Office (Union 198). Deposits can be made at the Panther Card Office (Union 198), www.uwm.edu/panthercard, or through a Cash Value Center (CVC) in the laundry room of the Residence Halls or Kenilworth Square Apartments.





University Housing

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Milwaukee, WI 53211