



UNIVERSITY  
HOUSING

2019 SUMMER

# CONTRACT GUIDEBOOK

*A Comprehensive Guide*

# UNIVERSITY HOUSING CONTRACT KEY DATES

## DATE

May 1	Priority deadline for contracts to be submitted for the first summer session.
May 22-24	Current UWM University Housing residents transition to their new summer room assignment.
May 26	Earliest date by which students may move into summer housing if they do not have a 2018-2019 contract with University Housing.
August 12-16	Summer residents living in University Housing for the 2019-2020 Academic Year transition to their 2019-2020 room assignment.
August 18	Last date for students to occupy their summer room assignment if not be residing in University Housing for the 2019-2020 Academic Year.

## 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 summer term! Inside is your UWM University Housing Summer Contract Guidebook, which contains your Contract terms and Contract Signature Page which you should submit at the point you wish to contract for housing. We strongly encourage you to carefully review these legally binding terms, so you understand your responsibilities as a contract holder.

If determined eligible for summer housing, room assignments will be made based on a first-come, first-serve basis. This process is unlike the academic year assignment process, which is by lottery, due to the nature and size of our summer housing program. University Housing will communicate with you via your UWM email, or at the address you provided if a non-UWM student, once your summer room assignment has been made.

Thank you for your interest in University Housing!

Kari Dawson  
Acting Associate Director-Business Administration

## CONTACT US

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If you wish to reside in University Housing, you should read and complete the **Summer Contract Signature Page** and submit your signed form(s) to University Housing. Eligibility and/or summer course enrollment will be verified prior to acceptance of your contract. If you have been granted an exception to the eligibility requirements you may be asked to submit additional documentation.

**This contract will become legally binding once it has been submitted to University Housing. Failure to read or understand this 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.**

You agree that there will be no modification of this contract without the written consent of University Housing. Any request for modification of the contract (i.e. cancellation of contract prior to assigned date of entry, termination of contract on or after assigned date of entry, meal plan change, room change, etc.) must be requested in writing and submitted to the University Housing office for approval. Verbal and/or pending requests do not constitute a change in the conditions of the contract. You may not assign or allow others to use the space covered by this contract.

### **UWM SUMMER 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 Summer Housing (the “Summer Housing”), is subject to the terms and conditions below:

#### **A. ELIGIBILITY TO RESIDE IN SUMMER HOUSING**

1. You must be an enrolled UWM student attending a minimum of one (1) four (4) week summer session. Course enrollment will be verified by University Housing at the time your Contract Signature Page is received.
2. Exceptions to eligibility that do not require enrollment in summer session(s) include:
  - a. A UWM student participating in any University-sponsored internship with a Milwaukee-based firm (**proof of internship required**);
  - b. A UWM student-employee (**a formal letter from your employer is required**);
  - c. A UWM student-athlete required to be on campus (**a letter stating specific dates from a coach is required**);
  - d. A UWM international student with approved VISA dates covering your occupancy in Summer Housing (**proof of an active VISA may be required**).

Notwithstanding the above, University Housing reserves the right to reject, cancel or terminate your housing contract if at any time you are no longer enrolled for Summer Courses or fail to meet eligibility as outlined in Section A above. Please refer to Sections E and F for additional information on cancellation and termination fees.

Your eligibility status will be verified at the time your Contract Signature Page is received by University Housing. If you are not enrolled at the time your Contract is submitted or fail to provide documentation of eligibility, University Housing reserves the right to administratively cancel (reject) your Contract due to ineligibility and cancellation fees would apply. You can provide proof of extenuating circumstance to university-housing@uwm.edu if you are not able to register for classes by your requested arrival date.

#### **B. FRESHMEN RESIDENCY REQUIREMENT**

The University of Wisconsin-Milwaukee requires all first-time freshmen to live in University Housing residence halls, where availability allows.

Please review the residency policy online at <http://uwm.edu/housing/students/residency-requirement/>. If you are starting your academic career during the summer term as a new freshman, please note this policy applies to you for the fall and spring semesters.

If you wish to request an exception to the Residency Requirement for the academic year (fall and spring), you must submit an Exemption Request Form to University Housing. The priority deadline for requesting an exemption for the academic year is May 1, 2019 for Semester I and December 1, 2019 for Semester II (spring only entries). **This applies only to those seeking exemption for the 2019-2020 Residency Requirement. This Summer Contract is optional.**

#### **C. FEES & PAYMENT**

You agree to pay UWM all applicable housing fees for the type of room assigned to you by University Housing, as detailed in the 2019 Summer Rate Schedule. Applicable rates will be posted to your PAWS account.

<b>SUMMER 2019 RATE/FEE SCHEDULE</b>					
<i>Rates are per person. Minimum Stay is 4 weeks (28 days)</i>					
<i>Check-in Time: 10:00am. Check-out Time: 12:00PM (noon)</i>					
<i>Any contract arrival or departure date changes will result in a \$25 administrative fee per change request.</i>					
<b>ALL SUITES HAVE AIR CONDITIONING AND A KITCHEN</b>					
	Daily	Minimum	42 Days	56 Days	84 Days
Room Type	Rate	28 Days 4 Weeks	6 Weeks	8 Weeks	12 weeks
Shared Double	\$15	\$420	\$630	\$840	\$1,260
Single Occupancy	\$25	\$700	\$1,050	\$1,400	\$2,100

Payments are due as follows:

**Summer charges will start to be posted on May 22, 2019. Contracts submitted after May 17, 2019 will have summer charges posted three to five business days after contract submission. Charges are due approximately two weeks after posting to your PAWS account; review your PAWS account for your official payment due date.**

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 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.

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](mailto:bursar@uwm.edu). Specific questions regarding housing and/or meal plan charges may be directed to the University Housing Office at (414) 229-4065.

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 2019 Summer Session(s) and your Contract becomes effective on the date it is submitted to University Housing. This contract is for the mutually agreed upon dates and are determined by your University Housing academic year contract status and your enrolled summer session(s) and cannot be terminated except under the conditions stated under Section F and Section H.

**Contract Minimum:** four weeks

**Contract Billing:** billed for each day of occupancy starting at 10:00am

**Check-In Time:** no earlier than 10:00am one day prior to the start of your enrolled summer session(s) or other on campus requirements

**Check-out Time:** 12:00pm noon

All contracts must be received a minimum of 3 business days prior to requested entry in order to guarantee an assignment by your indicated arrival date. Contracts will be processed within one business day and you will be notified via email once your contract has been reviewed, accepted and you have been assigned.

Summer charges will be billed starting on your indicated date of entry. Rate reductions will not be made if you arrive later than your assigned date of entry. Your occupancy period ends on your approved departure date.

## **CURRENT UNIVERSITY HOUSING RESIDENTS**

If you currently reside in University Housing you may start your summer contract as early as May 19, 2019.

- Current University Housing residents with a requested contract start date of May 19, 2019 will not be required to move out prior to returning to housing for their enrolled summer session(s), but a summer room change will be required and may occur starting as early as May 22, 2019. Current residents will be required to transition to their summer room assignment between May 22-24, 2019. Specific move around instructions will be provided to your UWM email.

## **ENTRY – NEW RESIDENTS**

If you currently do not reside in University Housing, you may request entry no earlier than 10:00am on Sunday, May 26, 2019 or 24 hours before the start of your Summer Session.

**Length of Stay: You should contract for the full amount of time that you expect to need housing.**

- If you need to change your contracted departure date, obtain a Summer Contract Adjustment form from University Housing in Sandburg C100. You may extend or reduce your contract by giving written notice at least 48 hours prior to your initial or new departure date, whichever is earlier.
- Approval of an extension is at the discretion of the University Housing Office and will depend upon continued availability of space and the fulfillment of payment obligations. **Any contract arrival or departure changes will result in a \$25 administrative fee per date change request.**

## **E. CANCELLATION OF CONTRACT**

1. You may cancel this Contract by completing a Summer Contract Adjustment Form and submitting it to University Housing. Cancellation requests must be **received by University Housing at least 24 hours before** your Assigned Entry Date (the “**Cancellation Deadline**”). If later, 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, non-enrollment, termination of employment with UWM, ineligibility under UWS Administrative Policy 136 etc.);
  - c. have failed to properly complete this Contract and/or submit required documents;
  - d. have demonstrated by past or current behavior, an unwillingness or inability to fulfill the conditions of this Contract; or
  - e. have demonstrated by past or current behavior that your presence in the Residence Halls may pose an unreasonable risk to yourself or others.
3. In the event of cancellation, fees equal \$25, regardless of the submission date.

## **F. TERMINATION OF CONTRACT**

1. You must terminate your contract using the Summer Contract Adjustment Form to University Housing and provide it no fewer than 2 business days **before** your intended vacate date. 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 program which requires living outside of Milwaukee County;
    - iii. withdrawal or transfer from UWM;
    - iv. called to active military duty; or,
    - v. are not eligible to participate in University Housing due to a committee finding by UWS Administrative Policy 136.
  - b. University Housing may also initiate termination. Causes for administratively initiated termination include, but are not limited to:
    - i. any/all of the reasons detailed in section E above;
    - ii. inappropriate actions and/or behavior;
    - iii. past or current behavior that demonstrates your presence in the Residence Halls may pose 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; or
    - 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 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.
  - d. You will be charged a prorated daily rate based on your assigned

room type 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 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 or for the minimum four (4) weeks of your contract period, whichever is greater and 85% of room charges for the remaining duration of the contract;
  - ii. You will be billed any applicable room and common area damage charges.

***c. 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 occupy/use assigned room

- a. You are liable for charges from your contract submission 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 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.

## **H. VACATING & ABANDONED PROPERTY**

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

1. Your approved Contract departure date,
2. No later than 24-hours immediately following the last day of classes of the final summer session you are enrolled,
3. Saturday, August 17, 2019

**2019-2020 CONTRACT HOLDERS:** If you have submitted a 2019-2020 contract and your summer session ends on August 17, 2019 you are eligible to request an Occupancy End Date of August 26, 2019 (Residence Halls) or August 31, 2019 (Kenilworth Square Apartments). This would allow you to remain in University Housing through the start of your next 2019-2020 Academic Year contract.

If your contract to continue to reside in University Housing until the start of your 2019-2020 academic year contract you will be required to move to your fall assignment starting August 12-16, 2019, or a date otherwise communicated to your UWM email by University Housing. The move from your summer assignment to your fall assignment will be considered the start of your 2019-2020 academic year contract and you will be required to abide by those contract terms.

Summer charges will be applied through August 26, 2019 or your 2019-2020 assigned date of entry, whichever comes first.

You will be notified, by email, in advance by University Housing of your scheduled move date so that you may make necessary arrangements. It is expected that you be available to move during August 12 through August 16, 2019. **Your Summer Housing contract must reflect an end date of August 26, 2019 to be eligible to transition to your Fall space. Kenilworth residents for the 2019-2020 academic year may transition to their permanent Kenilworth room as early as August 1, 2019. Students would be responsible for their Kenilworth charges from the assigned date of transition/move-in.**

Summer residents who subsequently cancel their 2019-2020 Academic Year contract must also vacate by no later than 12:00pm noon on August 17, 2019, regardless of the original approved contract departure date. Late or improper departure penalties will be applied.

When vacating your Summer 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 calendar days after the Occupancy End Date, it will be considered abandoned and will be disposed of accordingly.

Penalty charges are assessed for failure to vacate on your stated departure date. Lock changes may occur at your expense for lost and/or unreturned keys - \$75 improper check-out fee, \$75 per room key, \$15 per mailbox key, and \$15 per fob.

## **I. 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.

## **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 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.

## **K. LIABILITY & INSURANCE**

UWM, the UWM Real Estate Foundation, Inc., and their officers, employees, and agents (collectively, the “Covered Parties”) will not provide reimbursement for you 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 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.**

## **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](http://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.

## **M. ROOM ASSIGNMENTS & ROOM CHANGES**

**Your Contract is for a room as assigned by University Housing in its sole discretion, not for a particular requested room or building.** Residents are assigned to a room, factoring in indicated preferences. Failure to rate any preferences will result in a room assignment based on availability.

Roommate preferences must be by mutual request, be for identical room type, and must be submitted to University Housing on the Summer Housing Contract. Roommate pairings are honored based on availability. **Failure by University Housing to grant your assignment preference does not void this Contract.**

University Housing does not discriminate in room assignments or any other decisions 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.

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 also 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, at any time in its sole discretion. 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 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.

## **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 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.

## **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 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 143). Deposits can be made at the Panther Card Office (Union 143), [uwm.edu/panthercard](http://uwm.edu/panthercard), or through a Cash Value Center (CVC) in the laundry room of the Residence Halls.

**TO SUBMIT YOUR  
2019 SUMMER UNIVERSITY  
HOUSING CONTRACT,  
COMPLETE THE FOLLOWING  
PAGES & RETURN TO  
UWM UNIVERSITY HOUSING**

(SEE PAGE 2 FOR CONTACT INFORMATION)



## 2019 SUMMER CONTRACT SIGNATURE SHEET

**The PRIORITY DEADLINE for the first summer session is May 1, 2019**

*This contract will become legally binding on both parties once this contract signature page has been submitted to University Housing. Failure to read or understand the terms outlined in the Summer Residence Hall Contract Guidebook does not excuse you from complying with University Housing rules, policies and procedures. Signing this document will require a digital signature. Should you wish to, you may print this document and submit it to our mailing address.*

**Return this contract via one of these methods:**

Mail: University Housing, 3400 N. Maryland Ave, Milwaukee WI 53211

Fax: 414.229.4127

Email: [university-housing@uwm.edu](mailto:university-housing@uwm.edu) subject "Summer Housing Contract"

<b>Resident Name (print):</b>	<b>Campus ID:</b>
Resident Cell Phone #:	UWM E-Mail Address: _____@uwm.edu
Alternative Phone #:	Alternative E-Mail Address: _____
Gender:	Date of Birth: _____
Permanent Address:	City, State, Zip: _____
Emergency Contact Name:	Emergency Contact Phone #: _____
Emergency Contact Relationship:	Emergency Contact Alternative Phone: _____

**SECTION A: ELIGIBILITY FOR SUMMER RESIDENCY**

*I meet the following criteria to be eligible for a Summer Residence Hall Contract (check all that apply):*

- A UWM student enrolled in at least one-four-week summer session
  - I am attending the following summer sessions (select all that apply):**
  - Three-Week (Early) Session                      May 28-June 15, 2019
  - First Four-Week (Early) Session                May 28-June 22, 2019
  - Second Four-Week Session                        June 24-July 20, 2019
  - Third Four-Week Session                          July 22-August 17, 2019
  - First Six-Week Session                            May 28-July 6, 2019
  - Second Six-Week Session                         June 10-July 20, 2019
  - Third Six-Week Session                            June 24-August 3, 2019
  - Fourth Six-Week Session                         July 8-August 17, 2019
  - Eight-Week Session                                June 24-August 17, 2019
  - Twelve Week Session                              May 28-August 17, 2019
- A UWM student participating in any University-sponsored internship with a Milwaukee-based firm (**proof of internship required**);
- A UWM student-employee (**a formal letter from your employer is required**);
- A UWM student-athlete required to be on campus (**a letter stating specific dates from a coach is required**);
- A UWM international student with approved VISA dates covering your occupancy in Summer Housing (**proof of an active VISA may be required**).

**PLEASE ANSWER ALL QUESTIONS BELOW:**

- I currently live in University Housing: **Yes / No**
  - My current assignment is: (building/room) \_\_\_\_\_
- I am an incoming new, continuing, or transfer student who has submitted a 2019-2020 Academic Year University Housing Contract: **Yes / No**
- I am a continuing UWM student who currently resides off-campus: **Yes / No**
- I am attending UWM starting Summer 2019: **Yes / No**

**SECTION D: Contract Term & Dates of Occupancy**

**Length of Stay:** You should contract for the full amount of time that you expect to need housing. If you need to change your contracted departure date, obtain a Summer Contract Adjustment form from University Housing. You may extend your contract by giving written notice at least 48 hours prior to your new departure date. Approval of an extension is at the discretion of the University Housing Office and will depend upon continued availability of space and the fulfillment of payment obligations. **Any contract arrival or departure changes will result in a \$25 administrative fee per date change set request.**

**Contract Minimum:** four weeks (28 days)

**Contract Billing:** billed for each day of occupancy starting at 10:00am

**Check-In Time:** no earlier than 10:00am one day prior to the start of your enrolled summer session(s) or other on campus requirements

**Check-out Time:** 12:00pm noon

I am requesting a Contract start date of:	Required
I am requesting a Contract end date of:	Required

**ENTRY: CURRENT RESIDENT**

Current University Housing residents with a requested contract start date of May 19, 2019 will not be required to move out prior to their enrolled summer session(s), but a summer room change will be required and may occur starting as early as May 22, 2019. Current residents will be required to transition to their summer room assignment between May 22-26, 2019. Specific move around instructions will be provided to your UWM email.

**ENTRY: NEW CONTRACT HOLDERS**

If you currently do not reside in University Housing, you may enter no earlier than 10:00am on Sunday, May 26, 2019 or 24 hours before the start of your Summer Session.

**DEPARTURE: ALL RESIDENTS**

Your occupancy period ends (your "Occupancy End Date") on the earlier of the following unless a valid 2019-2020 housing contract has been submitted:

1. Your approved Contract departure date,
2. No later than 24-hours immediately following the last day of the final summer session you are enrolled
3. Saturday, August 17, 2019 (whichever is earlier)

**2019-2020 CONTRACT HOLDERS:**

If you have submitted a 2019-2020 contract and your summer session ends on August 17, 2019 you are eligible to request an Occupancy End Date of August 26, 2019 (Residence Halls) or August 31, 2019 (Kenilworth Square Apartments). This would allow you to remain in University Housing through the start of your next 2019-2020 Academic Year contract.

If you contract to continue to reside in University Housing until the start of your 2019-2020 academic year contract you will be required to move to your fall assignment starting August 12-16, 2019, or a date otherwise communicated to your UWM email by University Housing. The move from your summer assignment to your fall assignment will be considered the start of your 2019-2020 academic year contract and you will be required to abide by those contract terms.

Summer charges will be applied through August 26, 2019 or your 2019-2020 assigned date of entry, whichever comes first.

**You will be notified in advance by University Housing of your scheduled move date so that you may make necessary arrangements. It is expected that you be available to move during August 12 through August 16, 2019.**



**SECTION C. Fees & Payments**

You agree to pay UWM all applicable housing fees for the type of room assigned to you by University Housing, as detailed in the 2019 Summer Rate Schedule below. Applicable rates will be posted to your PAWS account.

<b>Summer 2019 Rate/Fee Schedule</b>						
Rates are per person. Minimum Stay is 4 weeks (28 days) Check-In Time: 10:00am Check-Out Time: 12:00 pm (noon)						
Any contract arrival or departure date changes will result in a \$25 administrative fee per change request.						
Rate Type	Daily Rate	7 Days (1 week)	28 Days Rate (4 weeks)	42 Days Rate (6 weeks)	56 Days Rate (8 weeks)	84 Days Rate (12 weeks)
Shared Double Air and Kitchen	\$15.00	\$105.00	\$420.00	\$630.00	\$840.00	\$1260.00
Single Occupancy Air and Kitchen	\$25.00	\$175.00	\$700.00	\$1050.00	\$1400.00	\$2100.00

Summer charges will start to be posted on May 22, 2019. Contracts submitted after May 17, 2019 will have summer charges posted three to five business days after contract submission. Charges are due approximately two weeks after posting to your PAWS account.

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.

**Section M. Room Assignments & Room Changes**

Rank your room type preference by indicating 1 for your top choice and 2 for your second choice. All rooms have air conditioning and a kitchen.

\_\_\_\_\_ Single Occupancy Room (\$25/night)

\_\_\_\_\_ Double Occupancy Room (\$15/night)

**ROOMMATE PREFERENCE:** roommates MUST mutually list each other as a preference in order for a roommate pairing to be considered.

Requested Roommate Name

Student ID #:

*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 [www.uwm.edu/myhousing](http://www.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.*

*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.*

**UWS 136 Disclosure:**

**1. Have you ever been convicted of a felony? This includes pleading no-contest or guilty to a felony (in a proceeding in which you were treated as an adult). \_\_\_ Yes \_\_\_ No**

**2. Have you ever been expelled, dismissed, or suspended from a postsecondary institution for a non-academic reason? \_\_\_ Yes \_\_\_ No**

**If you answered yes to either question above, please provide the following information:**

**Description of incident(s):**

**Date(s) of the incident(s):**

**Location(s) of the incident(s):**

**Explanation of the incident(s):**

**By signing below, you agree that the information you have provided is accurate, and you acknowledge that you have a continuing obligation to update this information. If you realize that you provided inaccurate information, or if events occur that would change your response, you must reach out to Acting Associate Director Kari Dawson at [dawsonk@uwm.edu](mailto:dawsonk@uwm.edu) to provide updated information.**

**Section N. 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 form can be found at [uwm.edu/housing](http://uwm.edu/housing) under Forms and Publications.

**I understand and agree that my contract is for a space/room assignment determined by University Housing, not for a particular room or residence hall. Failure to grant my assignment preference will not void the contract. University Housing does not discriminate in assignments to the residence halls 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.**

**This contract will become legally binding on both parties once it has been submitted to University Housing. Failure to read or understand the terms outlined in the Summer Residence Hall Contract Guidebook does not excuse you from complying with University Housing rules, policies and procedures. I agree to abide by all University Housing and Restaurant Operations Rules and Regulations, and any additional rules or policies promulgated by University Housing and/or Restaurant Operations with or without prior notice.**

**Signature:**

**Date:**

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