

# Illinois State University

## University Housing Contract

Terms and Conditions 2025-2026

### I. INTRODUCTION

All the material referenced herein becomes and shall be an integral and binding part of the University Housing Contract. For purposes of this contract, University Housing includes the traditional University residence halls (Hewett, Manchester, Watterson Towers, Haynie, Wright, and Wilkins) and University apartments (Cardinal Court and the Fell/School apartments located at 302 North School Street, 209 North Fell Avenue, and 211 North Fell Avenue in Normal, IL).

It is the student's responsibility to become familiar with all provisions of this contract. General or specific housing information contained on the University Housing Services website at [Housing.IllinoisState.edu](http://Housing.IllinoisState.edu) is also made a part of this contract.

Prior to the submission of an online application, a student must indicate that they have read and agree to the University Housing Contract terms and conditions. In addition, residence hall applicants also need to read and agree to the terms and conditions of the Event Management, Dining, and Hospitality Meal Plan Contract. It is recommended that you print a copy of these terms and conditions for your personal records. Submission of an online application is legally binding. Rooms are to be occupied only by the person(s) properly assigned to them by University Housing. University Housing assignments are not transferable, and subletting is not permitted.

If for any reason required by damage, fire, emergency, earthquake, accident, flood, riot, or act of nature, or other cause beyond the control of the University, or if the University is unable to provide adequate housing or is filled to capacity, the University shall have the right to cancel this contract.

University regulations and policies affecting University Housing Contracts are subject to changes and additions. Such changes and additions shall be officially announced via email and posted to the University Housing Services website; this shall constitute actual notice to residents. The changes and additions shall become effective and binding at the date of such posting or official announcement.

### II. ELIGIBILITY AND UNIVERSITY ON-CAMPUS HOUSING POLICY

A student must be registered at the University and must be at least 17 years of age at the time of commencement of their University Housing occupancy. Requests for exceptions to the minimum age requirement, including a parent/guardian signature, may be submitted to University Housing Services for review by the Director. Admission and/or enrollment to the University does not guarantee eligibility for on-campus housing.

Priority is given to assigning a space in University Housing to full-time, degree-seeking students. Full-time is defined as 12 or more credit hours for undergraduates and 9 or more credit hours for graduates. Part-time is defined as less than 12 credit hours for undergraduates and less than 9 credit hours for graduates. The University may deny or cancel a part-time student's University Housing Contract at its

discretion. Students assuming part-time status after they have occupied their space must submit a written request to continue their University Housing Contract. If the University cancels a student's contract due to a change in status, the student is still responsible for all cancellation charges pursuant to the contract; the charges will be assessed on the same basis as if they had withdrawn from the University as of the date of the cancellation.

University Housing Services reserves the right to deny or cancel a University Housing application-contract to students whose past or current behavior and/or criminal conviction indicates a possible risk to the safety, health, or life of any person and/or to the safety of public or private property, and/or disruption to the University Housing community or living-learning environment. If a decision to deny University Housing is made prior to the first day of the contract period, the student will be financially responsible only for the nonrefundable application fee. If a decision is made on or after the first day of the contract period, the student will be responsible for all cancellation charges pursuant to the contract; the charges will be assessed on the same basis as outlined in [Section III. F. Table 2-3](#).

Illinois State University, under normal operation and to the extent that space is available, requires students to live in University Housing during their first two years out of high school. Students should refer to the University Housing Services website at [Housing.IllinoisState.edu](http://Housing.IllinoisState.edu) for more information about the University On-Campus Housing Policy, residency requirement, exemption, and release process. Students subject to the above residency requirement who do not complete the Housing Contract or have not received a written exemption or release to the residency requirement will be required to complete a contract or receive an approved exemption or release request to ensure they do not experience any system registration blocks.

### III. GENERAL TERMS AND CONDITIONS

#### A. Purpose

University Housing will be used by the student solely for residential and educational purposes.

#### B. Furnishings

The University supplies basic furniture, such as a desk, chair, dresser, closet/wardrobe, and bed/bed frame. The apartments located at 302 North School Street, 209 North Fell Avenue, 211 North Fell Avenue, and Cardinal Court also have basic living room furniture and major kitchen appliances. Students supply their own bed linens, towels, hangers, wastebasket (these should be metal), desk lamps, and other personal items. Students must not move furniture from room to room, stack furniture, move furniture from public areas to their rooms, or detach fixed furnishings. For a list of prohibited items, refer to the University Housing Services website at [Housing.IllinoisState.edu](http://Housing.IllinoisState.edu).

#### C. University Housing Staff

To assist students in adjusting to and deriving the maximum educational benefit from their University Housing experience, each residential area has live-in professional staff, undergraduate staff, and interns to assist and advise residents.

#### D. Assignment and Room Change Policy

The University reserves the right to assign space; authorize or deny apartment, room, and roommate changes; consolidate vacancies ([see Section III. E.](#)); and require a student to move from one room,

residence hall, or apartment to another. Students are obligated to pay the room rate for the room to which they are assigned, whether the room was selected by the student or assigned by University Housing Services.

University Housing Services will assign students with full-time enrollment first. If a student is not enrolled in classes after Friday, August 1, 2025, for the fall and Monday, January 5, 2026, for the spring, their Housing Contract may be canceled, and the cancellation charges outlined in [Section III.F.](#) will apply.

The University further reserves the right to require a student to vacate University Housing on a temporary or permanent basis for a legitimate reason including, but not limited to, failure to meet financial obligations to the University, exhibiting behavior not conducive to the living-learning environment, failure to remain in good standing with the University, non-fulltime enrollment status, for reasons beyond the University's control (e.g., public health crisis), or when University Housing availability changes. The charges outlined in [Section III. F.](#) will apply if a student is asked to vacate University Housing.

Residents who withdraw from the University are required to vacate their University Housing within three (3) calendar days. The charges are outlined in [Section III. F](#) will apply if a student cancels their Housing Contract.

Students may not make room, apartment, or roommate changes after the close of the online room selection process (for those students who select their rooms online) or after a room has been assigned by staff. After the first three (3) weeks of classes, changes to the housing assignment are considered only after the students involved have made a good-faith attempt to adjust to and/or remedy the situation. Requests for housing assignment changes must be approved by the Housing professional staff in the University Housing area where they reside.

It is the policy of the University to assign roommates without regard to race, creed, or sexual orientation. Students will be assigned a roommate(s) based on gender identity, not birth sex. Rooms are designated as male, female, mixed, and neutral. Female rooms are for students who identify as female, male rooms are for students who identify as male, neutral rooms are for students who identify as non-binary, and mixed rooms are for students of any gender identity, including non-binary, male, and female. The official room and roommate assignment notices are made available on the University Housing Services Portal before opening.

University Housing Services will attempt to recognize mutual roommate preferences insofar as University Housing space is available.

University Housing applications for new freshmen and transfer students will not be processed until the applications for admission have been approved by the Office of Admissions and Records.

#### [E. University Housing Spaces](#)

The University strives to maintain rooms and apartment units at their designated occupancy level. To the extent that there are room/spaces available and/or where room freezes are not in effect, the University reserves the following rights: 1) to approve students to move from one room or apartment to another room or apartment; 2) to offer or decline residents the option of paying an additional amount determined by the University to keep their room or apartment at the reduced occupancy level for the remainder of the current semester; or 3) to reassign a student into a room or apartment with another

student to consolidate occupancy. Any space change must be approved in writing by the Housing professional staff and be completed within five (5) days, including weekends directly following notification to consolidate.

### F. Housing Accommodations

Students may request housing accommodations based on the impact of their disability or based on their observance of sincerely held religious beliefs/practices. Students seeking accommodations must follow the guidelines and priority deadlines listed on the [Student Access and Accommodation Services](#) website.

### G. Cancellation Policy

The University Housing Contract covers the periods outlined in Table 1 below:

TABLE 1

Contract Term	Contracted Period
Academic Year (fall and spring semesters)	August 12, 2025 – May 9, 2026
Spring Only	January 9, 2026 – May 9, 2026
Last day of occupancy for the fall semester if canceling for the spring semester	December 13, 2025
Last day of occupancy for the spring semester	May 9, 2026

University Housing Contracts must be cancelled by students according to the following provisions, dates, and charges.

1. Requests for cancellation must be submitted electronically in the Housing and Dining Portal and signed by the student. Paper forms are available upon request. Notification of cancellation to other University offices or departments will NOT serve as notification of a request to cancel the University Housing Contract.
2. If a student cancels their contract or their contract is cancelled by University Housing Services and they are currently residing in the residence halls or apartments, they must move out of the room within three (3) days of the contract cancellation approval.
3. Students who are required to live on-campus per the On-Campus Housing policy may not cancel the University Housing Contract unless they are withdrawing from the University, have an exemption, or have an approved release to the University On-Campus Housing Policy, in writing, by University Housing Services.
4. University Housing Services will acknowledge, by email and/or mail, receipt of a student's written request for cancellation of the contract. If the cancellation request is not acknowledged

within ten (10) days, it is the student's responsibility to contact University Housing Services to confirm the request was received.

5. The student will be held responsible for cancellation charges as outlined below. (Note: these charges are in addition to the nonrefundable \$50 application fee). The cancellation date will be determined in accordance with the tables below. Students who cancel their contract after moving into University Housing are required to vacate the premises according to the tables below.
6. If the student is not registered for classes by August 1, 2025, for the fall semester and January 5, 2026, for the spring semester, the contract will be canceled by the University on the date University Housing receives such notification. All charges under the contract are based on the tables below.
7. If University Housing receives notification that you are no longer a student or ineligible for University Housing, but you have not properly cancelled your contract, the contract will be cancelled by the University on the date University Housing receives such notification. All charges under the contract are based on the tables below.

TABLE 2: FALL SEMESTER 2025

<b><u>Cancellation Date</u></b> For any cancellation prior to the 10 <sup>th</sup> day of classes for the semester, the cancellation date is the date University Housing Services receives the written request for cancellation.	<b><u>Charge</u></b>	<b><u>Move-Out Deadline</u></b> If the student is residing in University Housing, they must go through proper check-out procedures and vacate the premises as follows.
If the cancellation date is prior to and including June 1	No charge	NA
If the cancellation date is from June 2 to and including August 1	\$250	NA
If the cancellation date/check-out date is from August 2 to and including September 5	\$250 plus 50% of the remaining room charges from the first possible day of occupancy through the last possible day of occupancy for the fall semester. This charge applies unless the student checks out of the room after September 5.	If student has checked into University Housing, they must vacate the premises within three (3) calendar days of submitting cancellation request. If the student's check out date is after September 5, the cancellation charges in the next row apply.
If checking out of University Housing after September 5	\$250 plus 100% of room charges from the first possible day of occupancy through the last possible day of occupancy for fall semester.	If student has checked into University Housing, they must vacate the premises within three (3) calendar days of submitting cancellation request.

TABLE 3: CANCELLING FOR SPRING SEMESTER 2026

<b><u>Cancellation Date</u></b>	<b><u>Charge</u></b>	<b><u>Move-out Deadline</u></b>
For any cancellation prior to the 10th day of classes for the semester, the cancellation date is the date University Housing Services receives the written request for cancellation.		If the student is residing in University Housing, they must go through proper check-out procedures and vacate the premises as follows.
If the cancellation date is prior to and including December 1	\$150	If living on campus for the fall semester, residents must vacate the premises by the last day of fall occupancy, as outlined in Table 1. Not Applicable to spring-only contracts.
If the cancellation date is from <b>December 2 to and including January 2</b>	\$250	If on campus for the fall semester and still checked in, residents must vacate the premises within three (3) days of canceling. Not Applicable to spring-only contracts.
If the cancellation date/check-out date is from January 3 to and including January 30	\$250 plus 50% of the room charge from the first possible day of occupancy for the spring semester through the remainder of the contract period. This charge would apply unless the student checks out of the room after January 30.	Residents must vacate the premises within 3 days of canceling. If the student's checkout date is after January 30, the cancellation charges in the next row apply.
If checking out of University Housing after January 30	\$250 plus 100% of room charges from the first possible day of occupancy for spring semester through the remainder of the contract period.	Within three (3) calendar days of submitting cancellation request student must vacate premises.

8. Residents who withdraw from the University and do not properly cancel their contract will have their contracts cancelled on the date University Housing received such notice and must vacate their University residence within three (3) calendar days of no longer being a student. Charges will be assessed as outlined in the tables above based on the date University Housing Services is notified in writing.

9. Individuals who have an active Housing Contract for the fall semester must be registered for fall classes by Friday, August 1, or their Housing Contract may be cancelled, and they will be assessed cancellation charges in accordance with the tables above.
10. New spring contracts must be registered for spring classes by Monday, January 5, or their Housing Contract may be cancelled, and they will be assessed cancellation charges in accordance with the tables above. Residents with full-year contracts must be registered by Friday, January 16, or their Housing Contract may be cancelled, and they will be assessed cancellation charges in accordance with the tables above.
11. Residents must be registered for classes by the tenth day of the semester, or their contract will be cancelled, and they will be assessed cancellation charges in accordance with the tables above. Residents not registered will be required to vacate their University residence within three (3) calendar days.
12. Residents graduating at the end of the first semester who wish to be released from the contract cancellation charges must give written notification of cancellation to University Housing Services no later than December 1. After this date, housing cancellation charges may be assessed as outlined in the tables above. Students graduating at the end of the first semester must vacate the premises by 2:00 p.m. Saturday, December 13, 2025.
13. University Housing Contract cancellation charges for first-time Illinois State University students receiving Title IV financial aid will be calculated in compliance with all applicable laws.
14. Students who are academically dismissed and **not reinstated** will be charged prorated room charges through the date they officially check out of their University Housing. However, academically dismissed students who are reinstated but choose to cancel their Housing Contract will be charged as outlined in the tables above.
15. Failure to cancel the University Housing Contract and/or claim the assigned housing space by 4:30 p.m. on the fifth day of classes will result in cancellation of the contract for students who are not required to live on campus unless prior notification is received by University Housing Services. Students required to live in University Housing and enrolled in classes will not be cancelled until they withdraw from the University or are approved an exemption even if they have not moved into the space. The student will be held responsible for cancellation charges as outlined in the tables above, plus the \$50 application fee, based on the date that University Housing receives confirmation the student will not be occupying their room because they have withdrawn or have an approved exemption or release request to live off campus.
16. Any student who is not registered for classes after course registration has closed will have their University Housing Contract cancelled and receive cancellation fees as outlined in the tables above, plus the \$50 application fee, based on the date the room is vacated or cancellation is processed.
17. Upon the nonpayment of any portion of the University Housing charges herein, the University may cancel the contract and refuse new registration to the student until the University Housing charges are paid.
18. A Contract Cancellation Fee Appeal is a formal written petition to obtain a release from the contract cancellation charges outlined in the tables above. The Contract Cancellation Fee appeal process is for students who experience significant changes in circumstances beyond their control that prevent them from fulfilling the terms of the University Housing Contract and which cannot be resolved within the University Housing system. A Contract Cancellation Fee Appeal

form may be obtained from the University Housing Services office or the University Housing Services website [Housing.IllinoisState.edu](http://Housing.IllinoisState.edu). Contract Cancellation Fee Appeal should be sent to the attention of the Assignments Supervisor at Illinois State University, University Housing Services, Campus Box 2600, Normal, IL 61790-2600. The request will be reviewed, and a decision will be communicated to the student in writing.

#### H. Keys and Room Access

A room and, if applicable, apartment, suite, and mailbox keys shall be issued to each resident. The keys shall remain University property loaned or licensed to the assigned student so long as the student may rightfully occupy the room or apartment to which said key(s) provide access. The resident shall not deliver, surrender, or otherwise relinquish possession of the room or apartment key(s) to any unauthorized individual or permit the key(s) to be duplicated or modified. Unauthorized possession, duplication, or modification of said key(s) may be grounds for University disciplinary action and/or criminal prosecution. The student shall deliver possession of said key(s) to an authorized University official immediately upon termination of the student's right to occupy the room or apartment to which said key(s) provides access or otherwise immediately upon demand of such official. Violation of any provision in this paragraph may be grounds for declaring the student in breach of the contract or other action by the University. Loss of any issued key(s) will result in a core change(s) for which the student will be billed.

Student IDs and/or keys are used to gain access to student spaces based on area assignments. As such, IDs and/or keys should never be given to another individual. In addition, students will be held responsible for the conduct of their guest and/or anyone that accesses the building with their key or ID and must obey visitation and guest regulations.

It is the student's responsibility to check-in with hall staff or Resident Assistants by the end of the first week of classes of the fall and spring semester to ensure that they are checked into their rooms and that their access to the buildings does not suffer any interruptions. Once checked in, it may take up to four (4) hours to gain building access with your university ID. Failure to do so could lead to temporary interruptions to building access until you connect with a staff member or front desk of your building and your access is restored. Hall staff will make every attempt to connect with you in person or through written communication to avoid any service interruptions; however, it is the student's responsibility to ensure they check in with staff. If you do not check in or we are not able to connect with you, University Housing Services may take additional steps up to and including cancellation of the contract.

#### I. Policy on Student Teaching and Professional Practice

To prevent room cancellation charges during a student teaching or professional practice assignment (for University credit), which would require residence elsewhere, the student must complete a Cancellation Request in the Housing and Dining Portal or contact the University Housing Services office. No charges will be assessed if the student removes all belongings from the room and apartment, turns in the room and apartment key(s), and signs the room and apartment closing inspection. Student teaching and professional practice assignments do not release the student from the balance of the contract period remaining after the assignment is completed. Upon return, reassignment to an alternative University Housing assignment may be necessary.



## J. Damage and Liability

The Resident shall be responsible for all damages to the premises, furnishings, or appliances within said room or apartment or use of any common areas and will pay all charges upon receiving a bill for any damage.

Residents must inform University Housing Services of maintenance needs, when necessary, in order to avoid damages to property. If necessary, maintenance is not reported within a reasonable timeframe, all associated damages will be billed to the student.

Upon termination of the contract, the entire premises, including furnishings and appliances, shall be turned over by the Resident to the University in a sanitary, clean condition suitable for immediate occupancy by another resident. Any expense caused by the Resident's failure to return the premises in such condition shall be charged to the Resident's student account.

Damages that cannot be attributed to a specific person will be split amongst all students living in the damaged area and billed to individual student accounts.

Room Damages determined to be "at fault" of the Resident due to negligence will be billed at the cost of repair.

Appeals of any damage charges must be received by University Housing Services via e-mail (ResidenceLifeAppeals@ilstu.edu) within 15 days from the date of written notification that such charges have been assessed. Appeals postmarked or received after 15 days from the date of written notification of charges will not be accepted or reviewed.

The University assumes no responsibility or liability for the personal property of students. This includes, but is not limited to, damage, loss, fire, water damage, theft, flooding, etc. Students desiring this kind of protection must make their own arrangements for renter's insurance.

Students wishing to loft their bed may only use those lofting kits owned and provided by the University and are strongly encouraged to use the safety rail offered with all lofting kits. Students who choose to use lofting kits and/or otherwise alter their beds through bunking and/or height adjustments voluntarily assume all dangers and risks associated with such use, including risks of serious injury and death that may result from choosing not to utilize the provided safety rail or otherwise adjusting their bed. The student waives and releases the University from any claims, demands, actions, or causes of action for costs, expenses, or damages to personal property, or personal injury, or illness, paralysis, or death arising from or related to using a loft, and/or otherwise adjusting their bed, and the student agrees to hold harmless and indemnify the University for any loss or damage arising from or related to student's use of a loft or any other modification to their bed.

## K. Mail and Packages

University Housing Services is not responsible for lost or undelivered mail, parcels, or packages. It is the student's responsibility to file a report regarding lost mail to the designated University Housing Service Area Coordinator of their residential building and Illinois State University Police if appropriate.

## L. Solicitation

The University prohibits any sales or solicitation in University Housing without written consent of University Housing Services. Refer to the University's Facility and Space Use Policy 6.1.1, Section D, regarding Solicitation and Sales in University Facilities for additional information.

## M. Appliances, Cooking, and Food Storage

All electrical appliances in University Housing must be Underwriter Laboratory approved. Refrigerators are permitted in student residence hall rooms, providing they do not exceed 4.5 cubic feet, are no taller than 36 inches, and draw no more than 1.5 running amps. All electrical heat-producing and cooking appliances, with the exception of hair appliances and single-serve auto shut-off coffee makers (-i.e., Keurig), are prohibited from possession and/or usage in the residence halls. Irons may be used only in designated areas of each residence hall. A microwave oven is provided on each student living floor within East and West Campus, in every two suites in Watterson, and in each apartment unit in Cardinal Court complexes. Food permitted in student rooms must be stored in such a way as to prevent health and sanitation problems from developing. University apartments are furnished with a refrigerator, stove, oven, and microwave; no additional refrigerators, stoves, ovens, or microwaves are allowed in University apartments.

## N. Items Not Permitted in University Housing

Items not permitted to be used or stored in the student rooms or any other area of the residence halls and apartments include but are not limited to any internal combustion engine, any acids, automobile batteries, candles, halogen lamps, gasoline, firearms, or other weapons, fireworks, water beds or other water-filled furniture. Heat-producing appliances such as coffee pots (except for single-serve auto shut-off coffee makers-i.e., Keurig), hot pots, personal microwaves, air fryers, and candle warmers are not allowed in residence hall student rooms but are allowed in University apartment kitchens. Due to health standards and possible inconvenience to other residents, no animals (except for animals necessary as approved by Student Access and Accommodation Services), birds, or pets of any kind other than fish (limited to a 10-gallon tank) are to be housed or kept in University Housing.

Personal transportation devices (i.e., electric hoverboards, electric scooters, electric bikes, gas-powered bicycles, any device powered by Lithium-ion batteries, etc.) are prohibited from all University Housing Services residential properties (residence halls and apartments) unless the specific device is approved as a disability accommodation by Student Access and Accommodation Services.

Weight-lifting equipment and devices, musical instruments equipped with amplifying devices, and instruments which disturb other residents may be used only in those areas in which University Housing has designated. These devices may not be used in student rooms. Prohibited items posing a risk to life, health, or safety may be removed and maintained in a safe location by University Housing Staff until such time that they can be removed from University Housing property by the owner/resident. University Housing Services offers designated spaces that require the use of candles. These spaces may be reserved and utilized in compliance with the policy outlined during reservation.

## O. University Housing Opening and Closing Dates

During official University vacation periods, the University Housing buildings (except for Manchester Hall, Hewett Hall, Fell Ave./School St., Cardinal Court, and Wilkins) are closed, and students must vacate the premises. Cardinal Court, Fell Avenue, School Street, Wilkins, Manchester, and Hewett residents do not

have to vacate the premises during any break periods. If you require housing over the fall, winter, or spring break, it is important that you reside in a building that is open during the break periods. Please contact University Housing for assistance. Refer to the University Housing Services website at [Housing.IllinoisState.edu](https://Housing.IllinoisState.edu) for detailed opening and closing information and to the Event Management, Dining, and Hospitality website at [Dining.IllinoisState.edu](https://Dining.IllinoisState.edu) for dining center opening and closing dates.

#### P. Meal Plans

The University requires all residence hall students living in the traditional residence halls (Hewett, Manchester, Watterson Towers, Haynie, Wright, and Wilkins) to have a residence hall meal plan contract. If a student does not select a meal plan, a meal plan will be assigned to the student by Event Management, Dining, and Hospitality, and the cost of the assigned meal plan will be applied to the student's University account. University apartment residents living in Cardinal Court and the apartments located at 302 North School Street, 209 North Fell Avenue, and 211 North Fell Avenue in Normal, IL, are not required to have a meal plan but may choose to purchase one if they wish. For more information about meal plans, visit the Event Management, Dining, and Hospitality website at [Dining.IllinoisState.edu](https://Dining.IllinoisState.edu) or call (309) 438-8351.

#### Q. Telephone/Cable

Local telephone service is not provided by University Housing Services. Residents of the apartments at 302 North School Street, 209 North Fell Avenue, and 211 North Fell Avenue may make their own arrangements for local service, if desired, through several local service providers, which can be found online.

Cable service is not provided by University Housing Services. All areas are equipped with wired and wireless internet that students can use with their personal streaming services.

#### R. Subletting and Unauthorized Use of Rooms and Apartments

The student shall not allow anyone to live in their room or apartment who is not assigned to it by University Housing Services or assign/sublet this contract to any other person. Residents who allow their room or apartment to be used in violation of this provision are subject to a penalty charge not to exceed the full room charge for each violation and disciplinary action.

#### S. University Policy Concerning Room Inspection, Entry, and Search

The University reserves a reasonable right of entry into any University Housing room or apartment for the purposes of verifying occupancy, University Housing Services and University policy enforcement, maintenance, improvements, inventory control, sanitation, pest control, safety, fire protection, evaluation of conditions potentially affecting the health or safety of residents, responding to epidemic or emergency conditions, or to reclaim University property, and for any other reasonable purpose allowed by University policies. These checks are done routinely as part of closing inspections and on an as-needed basis. Furthermore, the University reserves the right to provide law enforcement officers with access to a residence hall/apartment for purposes of conducting a valid search or serving an arrest warrant. The complete policy on room and apartment entry and search can be found on the [Housing Policies website](#).

#### T. University Policy Concerning Emergency Equipment

Tampering with, damaging, or inhibiting the use of emergency equipment in any University Housing Services space is expressly prohibited. Residents may not use emergency equipment for any purpose other than emergency use. This includes but is not limited to fire extinguishers, sprinklers, heat and smoke detectors, fire hoses or water lines, public address systems, fire doors, exit lights or panels, or any other emergency equipment. Violations of this policy are considered serious and may result in severe consequences, including but not limited to Code of Student Conduct charges, criminal charges, contract cancellation, and/or responsibility for damage, repair, or other associated costs.

#### U. Nonwaiver of Covenants and Conditions

The failure of the University to insist upon strict performance of any of the covenants or conditions of this contract or to avail itself of any rights or privileges enumerated herein, in any one or more instances with regard to any one or more students shall not constitute a waiver or relinquishment for the future of such covenant, condition, right, or privilege, but the same shall remain in full force and effect. The receipt, by the University, of any payment with the knowledge of the breach of any covenant or condition hereof shall not constitute a waiver of such breach, and no waiver by the University of any provision hereof shall be effective unless expressed in writing and signed by an authorized representative of the University.

### IV. ROOM RATES

At the time this document went to print, the 2025-2026 room rates had not been determined. When the 2025-2026 plans and rates have been established, they will be posted on the Housing website. The University reserves the right to increase University Housing rates at any time.

The room rates for the 2024-2025 academic year ranged from \$2,626 to \$6,625 per semester, depending on room type and location. New applicants must submit a \$300 initial payment with their University Housing application-contract. The initial payment consists of a nonrefundable \$50 application fee and a \$250 initial payment that will be applied to the room rate.

Manchester Hall, Hewett Hall, Fell Ave./School St., Wilkins, and Cardinal Court remain open during all University breaks during the academic year. All students assigned to Wilkins, Manchester, and Hewett are required to pay an additional nonrefundable charge per semester above and beyond the basic room rate whether or not they stay over break. The break fee rate for 2025-2026 has not been determined; the current break fee rate for 2024-2025 is \$150. Residents of Manchester, Hewett, Fell Ave and School St., Wilkins, and Cardinal Court who are not returning for the second semester must vacate their room and go through proper check-out procedures by 2 p.m. on December 13, as stated in Section III.F Table 1.

Each Cardinal Court, Fell Avenue, and School Street apartment has a monthly electricity budget included in the room rate. At the time this document went to print, the 2025-2026 electricity budgets had not been determined. When the 2025-2026 budgets have been established, students will be individually notified of the rate. The electricity budget for the 2023-2024 academic year was as follows: \$80 per month for a four-person unit and \$40 per month for a two-person unit. Once determined, if any apartment exceeds the monthly electricity budget, the students living in the apartment may be fined for excessive use. The fine will be split equally between the occupants. Being under budget for one month

does not allow an apartment to be over budget the following month. The monthly budget amount will remain the same throughout the contract period.

Housing charges will be billed to the Student Account every semester and included in the installment plan for that particular semester. Billing statements will be available online. Students can access them via [www.MY.IllinoisState.edu](http://www.MY.IllinoisState.edu). Failure to access a bill does not relieve the student of the responsibility of paying by the due date. Students may either print them and provide copies to appropriate payers or provide online access via authorized user access. Visit the [Student Accounts](#) website for information about authorized user access, billing statement dates, due dates, and payment options.

Scholarships, grants, or loans will be used to pay room charges and other outstanding debts, charges, or penalties with the University. Any amount remaining will be refunded to the student via the Student Accounts Office.

All checks should be made payable to Illinois State University. The student's University ID number must be written on the check. Please note that receipts for payment are not sent. Forward University Housing payments to Illinois State University, Cashier's Office, Campus Box 1210, Normal, IL 61790-1210.

## V. Acknowledgment of Risks and Public Health Mitigation Measures

A resident of University Housing may be subject to known and unanticipated risks related to communicable diseases (such as COVID-19) and the health consequences due to exposure or infection to such diseases. By signing this contract, the student acknowledges and understands that the student may be exposed to and could contract a communicable disease, including COVID-19, while residing in University Housing.

Residential students are required to comply with health and safety laws, orders, ordinances, regulations, and health and safety guidance adopted by Illinois State University or University Housing Services. Information on current public health measures, policies, procedures, and required mitigation measures impacting students residing in University Housing can be found on the Student Health Services website. If there is a need to respond to a public health crisis, a student's housing experience may be affected.

Public health and safety mitigation measures are subject to change at the University's sole discretion. These general requirements may include but are not limited to:

- Compliance with vaccination and/or testing requirements as communicated by the University.
- Following facility guidelines that impact group meetings and other uses of space.
- Following face covering requirements as determined by the University.
- Following good hygiene guidance such as regular hand washing and avoiding touching one's face.
- Adhering to health and safety requirements that apply to all residents and staff and extend to all aspects of residential life, including bedrooms, bathrooms, community kitchens, lounges, computer rooms, courtyards, other common spaces, or other University facilities.
- Adhering to any mitigation strategies or policies implemented as announced on the University Housing website (e.g., University Guest Policy may be modified to address public health needs).

In the event a student's academic courses and/or schedule changes during a semester (including a change in the mode of instruction for any class), those changes will not reduce the cost of this contract.

Public health and safety mitigation measures may also include requirements for students to quarantine or self-isolate for specific time periods.

- If required to quarantine or self-isolate by a public health directive, a student will be requested to complete the quarantine or self-isolation period at their permanent residence and return to campus **only when** the student is authorized to do so based on the public health requirements. If a student is required to leave University Housing under these circumstances, it does not constitute a termination of a residential student's Housing Contract. If students cannot return to their permanent residence, University Housing Services will assist in locating alternative housing arrangements on-campus in so far as spaces are available.
- The University may also request or require a resident to relocate within University Housing at University Housing's sole discretion. Not all University Housing residential spaces are appropriate for quarantine or self-isolation, and students may not be permitted to remain in those circumstances during the periods of quarantine and self-isolation and may not be able to take all their belongings for this short timeframe. If a student's housing assignment is changed under these circumstances, it does not constitute a cancellation of the contract or a reduction in costs.
- Failure to leave the assigned space by the date/time required is a violation of the Terms and Conditions, and students may be subject to emergency removal from their assigned space, and the cost of removal will be billed.

In the event that any of these changes occur or a student decides to leave University Housing, the standard cancellation policies in the Terms and Conditions will apply.

Students are reminded that they are subject to and required to comply with all University health and safety guidance and recommendations (which may change from time to time), University Housing Regulations, and the Code of Student Conduct. The Code of Student Conduct requires students to comply with all University policies, rules, and regulations. (Section VI.A.12.) In addition, failure to comply with reasonable and lawful requests or directives of University officials or law enforcement officers acting in the performance of their duties is also a violation of the Code of Student Conduct. (Sections VI.A.6). Any violations of the Code of Student Conduct may result in discipline, up to and including dismissal.

## VI. Termination

University Housing Services reserves the right to terminate Housing Contracts and take possession of the room for cause at any time upon written notice to student due to violations of the Code of Student Conduct, the University Housing Regulations, or applicable state and federal laws; for reasons of order, public health emergency, or safety; causing damage (whether from fire, smoke or otherwise) that makes the assigned space uninhabitable; refusing to comply with the direction of University Housing Services (Resident Assistants/Community Aids and/or staff) who are acting in accordance with their duties and responsibilities or for otherwise exhibiting behavior which is not compatible with maintaining order in the residence hall or apartment.

When University Housing Services receives information of alleged student misconduct, as described above, the student will be sent notice that contract termination is being considered. The notice will

describe the conduct involved and the opportunity for the student to provide information to University Housing Services for consideration when making a decision about contract termination. Upon consideration of all information available to University Housing Services by the student's deadline for the provision of information, University Housing Services will determine whether to cancel the student's Housing Contract and send notice to the student of the decision. If the contract is terminated, the student will be provided with the opportunity to appeal the decision.

In the event of a conflict between this section and the remainder of the Terms and Conditions document, this section will apply.

## VII. UNIVERSITY POLICIES AND APPLICABLE LAWS

Failure to comply with all University regulations and applicable federal, state, or local laws subjects the violator to possible University disciplinary action and/or cancellation of the University Housing Contract.

Illinois State University is an equal opportunity/affirmative action institution in accordance with Civil Rights legislation and does not discriminate on the basis of race, religion, national origin, sex, age, disability, or other factors prohibited by law in any of its educational programs, activities, admissions, or employment policies, except where age, sex, or lack of a physical or mental restriction are bona fide occupational requirements. University policy prohibits discrimination based on sexual orientation and gender identity/expression. Problems of this nature are to be resolved within existing university procedures. Concerns regarding this policy should be referred to the Office of Equal Opportunity and Access, Campus Box 1280, Normal, IL 61790-1280, telephone (309) 438-3383. The Title IX Coordinator and ADA/§504 Coordinator may be reached at the same address.

An equal opportunity/affirmative action University encouraging diversity.

# Acceptance of University Housing Contract Terms & Conditions 2025-2026

You have not elected to participate in electronic signature at the University. Please print this page, review the following statement, sign and date below, and mail it to University Housing Services at Campus Box 2600, Normal, Illinois 61790-2600, or upload it into the Housing and Dining Portal.

By signing below, I acknowledge that I have reviewed the University Housing Services 2025-2026 Contract Terms & Conditions, have had sufficient time to review and seek an explanation of the terms and conditions, have carefully read them, and agree to be bound by them. I agree to pay all the charges arising under the University Housing Services Contract 2025-2026 Terms & Conditions and any extension thereof when due under this contract and under the rules and regulations of the University, together with all fees and other costs necessary for the collection of any amount not paid when due.

Name: \_\_\_\_\_ UID: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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If you wish to change your electronic signature status, please visit

<https://account.illinoisstate.edu/selfservice/>.

Please note that any changes you make to your electronic signature status will be reflected in this system the following day. You may log out at this time and return tomorrow to view and sign the electronic version of this contract. Otherwise, you may print, sign, and send this document to our office for processing.