

# 2007-2008 IIT Housing Transfer Application and Contract

ILLINOIS INSTITUTE  
OF TECHNOLOGY  
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STATE STREET VILLAGE Contract Period: August 19, 2007 to May 18, 2008  
McCORMICK STUDENT VILLAGE Contract Period: August 19, 2007 to December 16, 2007  
and January 16, 2008 to May 18, 2008

## ROOM and BOARD APPLICATION and CONTRACT

Your room assignment will be sent to the e-mail and permanent address you supply below.

IIT ID # (OR S.S. #): \_\_\_\_\_ BIRTHDATE (Month/Day/Year): \_\_\_\_/\_\_\_\_/\_\_\_\_ [ ] Male [ ] Female

NAME: \_\_\_\_\_

E-MAIL (IMPORTANT!): \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

PERMANENT ADDRESS: \_\_\_\_\_  
STREET ADDRESS/PO BOX/APT #

CITY \_\_\_\_\_ STATE/PROVINCE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ COUNTRY \_\_\_\_\_

Do you have any physical limitations? (THAT YOU FEEL WE SHOULD KNOW ABOUT) \_\_\_\_\_

EMERGENCY CONTACT NAME: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

### CHECK ONE PER ROW:

Do you smoke (even occasionally): [ ] Yes [ ] No  
Do you mind if a roommate or visitor is a smoker: [ ] Yes [ ] No  
SCHOOL: [ ] IIT [ ] Shimer [ ] Vandercook

MAJOR: \_\_\_\_\_

FOR MORE DETAILED INFORMATION REFER TO MSV AND SSV RATE AND INFORMATION SHEET OR VISIT OUR WEBSITE AT: [HTTP://HOUSING.IIT.EDU](http://HOUSING.IIT.EDU)  
COMPLETE EITHER ROOM OPTION ONE OR ROOM OPTION TWO. DO NOT COMPLETE BOTH.

CONTRACT TYPE: [ ] Academic [ ] Spring Semester Only

### [ ] State Street Village - ROOM OPTION 1

#### Rank in order of preference

[ ] Unit Type - Suite Double	Description - Double room, semi-private bath	Price - \$ 7,260 per Academic Year
[ ] Unit Type - 2 Bedroom Apt	Description - Private BR, two person apartment	Price - \$10,010 per Academic Year
[ ] Unit Type - 3 Bedroom Apt	Description - Private BR, three person apartment	Price - \$ 9,568 per Academic Year
[ ] Unit Type - 6 Bedroom Apt	Description - Private BR, six person apartment	Price - \$ 9,568 per Academic Year

### [ ] McCormick Student Village - ROOM OPTION 2

Unit Type - Standard Double Description - Double room, community bath Price - \$ 4,550 per Academic Year

### [ ] Greek Housing - ROOM OPTION 3 (Subject to approval of fraternity or sorority and IIT)

Name of the fraternity or sorority where you wish to live: \_\_\_\_\_

Your preferred roommate(s) name(s): \_\_\_\_\_

NOTE: Roommate requests will be honored whenever possible, but cannot be guaranteed. Requests must be of a mutual nature and applications should be submitted together.

Choose a meal plan: (Only SSV Apartment Residents, Stuart Students, and Kent Students are exempt from a meal plan)

[ ] 19 Plan - BOARD OPTION 1	Description - 19 meals in a 7 day period includes \$25 in bonus points each semester Price - \$4,280 per Academic Year
[ ] 14 Plan - BOARD OPTION 2	Description - 14 meals in a 7 day period includes \$125 in bonus points each semester Price - \$4,068 per Academic Year
[ ] 5 Plan - BOARD OPTION 3	Description - 5 meals in a 7 day period. Available only to full-time Graduate students assigned to Graduate Hall, SSV Apartment Residents, Stuart students, and Kent students. Price - \$1,362 per Academic Year

AGREEMENT: See Reverse for detailed description of Agreement.

STUDENT (or Parent/Guardian if Student is under 18 years of age)

ILLINOIS INSTITUTE OF TECHNOLOGY

Signature \_\_\_\_\_ DATE \_\_\_\_\_

Signature *Jean M. Bingham* 11/01/06  
Date

### FOR OFFICE USE ONLY

FALL: \$300 ROOM \_\_\_\_\_ HMS TYPE \_\_\_\_\_ PCS AUDIT \_\_\_\_\_ SIS + SPRING: ROOM \_\_\_\_\_ CCURE TYPE \_\_\_\_\_ AUDIT \_\_\_\_\_

WHITE - HOUSING COPY BLUE - STUDENT COPY

AGREEMENT: The terms, conditions and information contained in the 2007-2008 IIT Housing Freshman Application and Contract are an integral and binding part of this agreement. This agreement is made and entered into between IIT and the undersigned Student (or legal guardian if Student is under 18 years of age). The student shall be assigned to a residential unit as determined by IIT. Student shall pay in full the balance of room and board charges per the payment plan selected by Student as described in the Bulletin and Schedule of Classes. It is further agreed and understood that the room and board charge is subject to modification by IIT in the event Student's assignment changes or in the event the number of students assigned to his/her room changes during the agreement period. This agreement may not be terminated without prior approval for release from the Director of Housing.

**A. INTRODUCTION**

All material contained on this sheet shall be an integral and binding part of the contract for room and board accommodations at IIT. IT IS STUDENT'S RESPONSIBILITY TO BECOME FAMILIAR WITH ALL PROVISIONS OF THIS AGREEMENT. Also, Student shall comply with all rules, regulations, policies, and procedures as set forth in this contract, the Residence Life Handbook, and the IIT Student Handbook.

**B. GENERAL TERMS AND CONDITIONS**

It is the intention of IIT to maintain this contract in full force and effect for the entire academic year. This contract is automatically terminated and Student must "check out" of his or her room when no longer enrolled for the current semester at IIT. Student agrees to comply promptly and fully with oral or written instructions by IIT officials with reference to the conditions of this agreement. Student shall not make or permit any use of assigned room or residence hall privileges for commercial purposes or which: 1) would violate civil law or IIT regulations; 2) would be potentially dangerous to life, limb or property; 3) interferes with the study, sleep or comfort of any resident of the building; or 4) would permit occupancy by any but the assigned resident.

**C. ASSIGNMENT POLICIES**

All housing assignments are made for the entire academic year or remaining portion thereof. Assignments are made without regard to race, creed, religion, sexual orientation, or national origin. Double rooms as singles may be assigned by the Rooms Coordinator, but may revert back to double rooms for strong and compelling reasons. Priorities for specific housing preferences are based on criteria included in this contract and upon date and time of receipt of the contract by the Housing Office. If Student fails to occupy assigned accommodations on or before the first day of classes of the semester without having contacted the Housing Office in writing, the space may be assigned to another student, this contract terminated, and cancellation fees assessed. All room and roommate changes must be approved by the Rooms Coordinator and/or other authorized IIT officials. No room change request from residents can be honored during the term except from August 27 through September 7 for the fall semester, and January 21 through February 1 for the spring semester, unless the change is a result of consolidation (see consolidation policy). No board plan change requests from residents can be honored during the term of occupancy, except from August 27 through September 7 for the fall semester, and January 21 through February 1 for the spring semester.

**D. CONSOLIDATION POLICY**

Students who have not contracted for a single occupancy room and do not have a roommate at any time during the contract period may receive written notice that they have been placed in consolidation. Consolidation requires the Student to obtain a roommate from a list of students who also do not have roommates (list provided by Rooms Coordinator Office). A change in rooms and/or roommates must be approved in writing by the Rooms Coordinator before the move and has to be completed within 48 hours after approval, unless otherwise noted in the approval. If this process has not been completed within the designated time period, the Student may automatically begin to be charged and be legally obligated to pay the single room rate, may be reassigned to another room, or may be required to receive a newly assigned roommate.

**E. DAMAGES; CONDITIONS OF ROOMS**

Students may be held financially responsible for damages (other than normal wear and tear) to their rooms and in other areas of the residence hall complex (including fire damage). Damage assessments will be billed to the students' accounts. All residents of a room are billed equally for room damages unless the responsible student can be identified. The condition of a student's room is verified by the Room Condition Form (RCF), which is completed by the student at check-in and again at the student's check-out. Damage done to central areas not assignable to specific individuals may be pro-rated to all students residing on that floor or in the complex. Students are not permitted to install additional or different locks of any type on room doors. Such locks will be removed by IIT staff at the expense of the room occupant(s). Reasonable cleanliness of student rooms is the responsibility of the occupants of that room. Periodic room inspections may be made by authorized IIT officials for the purpose of ascertaining damage or conditions potentially threatening to health or safety. The times for these inspections, except during vacation periods, are announced at least 24 hours in advance to allow occupants of the room an opportunity to be present. Students are to promptly correct deficiencies discovered as a result of room inspections. Residents are held personally and financially responsible for all behavior that takes place within or emanates from their assigned room.

**F. LIABILITY**

IIT assumes no responsibility or liability for the personal property of students. This includes damage or loss due to fire, theft, flooding, etc. Students desiring this kind of protection must make their own arrangements for insurance.

**G. ACCESS**

Access to McCormick Student Village and State Street Village is given through the student ID card. This card also acts as the meal pass for all IIT cafeterias. Guests must be signed in according to current guest policies (see the Residence Life Handbook). Students must carry their ID card at all times to enter the building and/or use their meal plan. Students who cannot show a valid ID may be denied access to their assigned building and will be

**O. CANCELLATION POLICY**

**Fall Cancellation**

Effective Date of Termination	Fall Room Cancellation Fee	Fall Board Cancellation Fee
From Residence Hall Opening until First Day of Classes	20%	10%
During First Week of Classes	40%	20%
During Second Week of Classes	40%	40%
During Third Week of Classes	60%	60%
During Fourth Week of Classes	80%	80%
After Fourth Week of Classes	100% + 50% of room charges for the spring semester	100%

**Spring Cancellation**

Effective Date of Termination	Spring Room Cancellation Fee	Spring Board Cancellation Fee
From Residence Hall Opening until First Day of Classes	50%	10%
During First Week of Classes	50%	20%
During Second Week of Classes	50%	40%
During Third Week of Classes	60%	60%
During Fourth Week of Classes	80%	80%
After Fourth Week of Classes	100%	100%

unable to use their meal plan. Lost or broken ID cards must be reported to the Access, Card, and Parking Services Office immediately and must be replaced within one business day of reported loss/damage. A replacement fee of \$15 will be charged for all lost, stolen, or damaged ID cards. Malfunctioning cards will be replaced at no charge at the discretion of the Access, Card, and Parking Services Office staff.

**H. ROOM INSPECTION, ENTRY AND SEARCH**

It is the policy of IIT to ensure students such privacy in their rooms as may be consistent with the basic responsibilities of the institution to fulfill its educational functions and to conduct its day-to-day operations. The responsibilities of IIT require a reasonable right to enter into student rooms to assure proper upkeep, to provide for the health and safety of all residents, and/or to investigate, when reasonable cause exists, possible violations of IIT regulations occurring within student rooms.

**I. VACATION PERIODS**

State Street Village remains open during semester recess, December 16, 2007 through January 16, 2008.

McCormick Student Village will be closed during semester recess, December 16, 2007 through January 16, 2008. No student may be present in any residence hall during these times without prior authorization from the Housing Office. Any unauthorized student found living in the halls will be assessed a daily fee of \$50 and documented for violating the Code of Conduct (see IIT Student Handbook). Students who will require housing during this time may contact the Housing Office prior to December 1 for assistance in locating extra-cost accommodations. No housing is guaranteed during this period. Students are not required to turn in their room keys during this period. A fee of \$75 per key will be assessed for missing keys at the time of re-opening of the halls in January.

There is no cafeteria service available for the period of December 16, 2007 to January 19, 2008.

**J. UNAUTHORIZED USE OF ROOMS**

Student shall not allow anyone to live in his/her room who is not assigned to it by an authorized IIT official or assign this contract to any other person.

**K. CHECK-OUT**

Student will not be considered to be officially checked out of his or her room until all personal possessions are removed, keys have been personally turned in to a staff member, and Student signs the *Room Condition Form* in the presence of that staff member unless Student opts for an express checkout. Student will be assessed \$50 for not following the prescribed checkout procedures.

**L. KEYS & PASSES**

One room key and one mailbox key shall be issued to Student. The student ID card functions as a room key for State Street Village residents. Said keys shall remain IIT property loaned or licensed to Student only so long as Student may rightfully occupy the residence hall room to which said keys provide access. Student shall not deliver, surrender or otherwise relinquish possession of said keys to another person without the consent of an authorized IIT official, nor shall Student duplicate or modify said keys or cause or permit said keys to be duplicated or modified. Students who lose or fail to return keys will be assessed a \$75 lock change charge per key. Replacement cost for loss of student ID card will result in a \$15 card replacement fee.

**UNAUTHORIZED POSSESSION, DUPLICATION, OR MODIFICATION OF SAID KEYS MAY BE GROUNDS FOR CRIMINAL PROSECUTION.**

The student shall deliver possession of said keys to an authorized IIT official immediately upon termination of the student's right to occupy the room to which said keys provide access, or otherwise immediately upon demand of such official. Violations of any provision of this paragraph, including but not limited to failure to return said keys to IIT because of theft or loss, shall subject the student to a charge of at least \$75 and may be grounds for declaring the student in breach of this contract or other action by IIT. The ID card issued to the student shall allow entry into the Residence Hall only so long as the student may rightfully occupy the residence hall room to which the student was assigned. Students may not lend IDs to any other person. Unauthorized use of ID cards will be documented for violating the Code of Conduct (see IIT Student Handbook).

**M. NONWAIVER OF COVENANTS AND CONDITIONS**

The failure of IIT to require strict performance of any of the covenants or conditions of this agreement, or to avail itself to 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 IIT of any payment, without knowledge of the breach of any covenant, or condition hereof, shall not constitute a waiver of such breach, and no waiver by IIT of any provision hereof shall be effective unless expressed in writing and signed by an authorized representative of IIT.

**N. RESERVATION OF RIGHTS**

**IIT reserves the right to make assignments of space; authorize or deny room or roommate changes; consolidate vacancies (see D); or require Student to move from one room or hall to another, if this is determined by the university to be in the best interest of Student and/or IIT.**