



**RESIDENCE LIFE HOUSING OCCUPANCY CONTRACT  
FALL 2018 – SPRING 2019**

**IMPORTANT: PLEASE READ CAREFULLY ALL THE TERMS AND CONDITIONS OF THIS CONTRACT.**

I have read and understand that this agreement is for the **full academic year (Fall 2018 – Spring 2019)**. I understand that a room will be assigned to me based on eligibility of occupancy and the availability of housing, *with priority given to undergraduate students ages 17 - 24 who live outside of the San Antonio, TX area*. The university does not provide family or married housing. This contract does not guarantee any particular room: type, location, or size. I agree to pay the established rate for any space to which I am assigned. I understand that the Residence Life Housing Occupancy Contract can be cancelled prior to occupancy according to the refund schedule and process. For additional information please review the UIW Residence Life Handbook.

**Cancellation\*:** *I understand if I cancel this contract after occupancy, for any reason other than those stated below and in the Residence Life Handbook, I will be charged a cancellation fee of \$500 and forfeit my \$225 deposit.*

1. Graduating from the university at the end of the fall semester
2. Leaving the university at the end of the fall semester due to being enrolled as an international/exchange student at UIW
3. Will be participating in a recognized UIW program outside of the San Antonio area.

**Meal Plan:** I understand that I must purchase a meal plan each semester I reside in housing. The meal plan options are posted on the 2018-2019 rate sheet and at [uiw.edu/housing](http://uiw.edu/housing).

- **First-time Freshmen are not eligible to select Cardinal Bronze meal plan.**
- **Cardinal Athletes on full scholarship are required to select the Cardinal Platinum meal plan.**

**Break Housing\*:** If I choose to stay on campus during the breaks between semesters, I agree to pay for break housing (\$165.00 per week). All residents staying on campus between semesters will be required to pay for break housing and sign up for break housing via the housing portal. Break housing will **only** be offered to **eligible** qualifying students.

- **Qualifying Student**
  - Summer II – Resident transitioning to Fall housing and are registered for Fall classes.
  - Winter Break – Residents currently in Fall housing and registered for Spring 2018 classes.
  - May to Summer I – Spring residents transitioning to Summer housing and are registered for Summer classes or Fall classes.
  - **Approved** Early Arrivals – Residents that are on an **approved and submitted** UIW organization roster.

**Room Changes/Consolidation\*:** The University reserves the right to **make room changes or consolidate residents during and prior to occupancy**. If a change is conducted, the student's account will be adjusted to the proper room rate for that assigned space. The University reserves the right to assign the additional space in a room to another student as that space becomes available. Residents may **only** occupy the space assigned. Per University policy, residents must be notified 48 hours in advance for any administrative room changes.

\*All details regarding the cancellation policy and other housing information can be found in the Residence Life Handbook. The terms and conditions of the Residence Life Handbook are incorporated herein as if fully set forth in this document.

**Meningitis:** Effective October 1, 2013 a change to Texas State law (SB 62) mandates that all entering students **under the age of 22** provide a certificate signed by a health care provider or an official immunization record verifying that a student has been vaccinated against bacterial meningitis, or has received a booster during the five years preceding admission to the University. Additional details regarding this requirement can be found at <http://www.uiw.edu/health/meningitischange.html> > or by contacting Student Health Services at 210-829-6017.

By signing this, I agree to comply with the terms of occupancy, the Residence Life Handbook, and the UIW Student Handbook, and agree to be familiar with the policies and procedures set forth by the University and the Department of Residence Life. This includes my fulltime enrollment and active attendance to class. I further agree to carry my residence hall key and UIW ID at all times. If I should lose either my key or ID, I will report the loss to the Residence Life Office and pay for their replacement. I understand a copy of this contract and the Residence Life Handbook can be requested from the Office of Residence Life.

I agree to all terms of this Residence Life Housing Occupancy Contract.

By signing, you and your parent or legal guardian will be legally bound to the terms of this agreement.

Printed Name

Student Signature

PIDM/Student ID#

Date

\*If you are **17 years of age or younger** and you are accepting housing, then your parent or legal guardian must also sign this agreement.

Printed Name of Parent/Guardian

Signature of Parent/Legal Guardian

Relationship

Date

PLEASE RETURN TO: University of the Incarnate Word/4301 BROADWAY CPO#306/SAN ANTONIO, TEXAS 78209