



**UNIVERSITY OF THE  
INCARNATE WORD**

RESIDENCE LIFE *and*  
HOUSING OPERATIONS

**RESIDENCE LIFE HOUSING OCCUPANCY CONTRACT  
SUMMER 2024 and ACADEMIC YEAR 2024 – 2025**

***IMPORTANT: PLEASE CAREFULLY READ THIS CONTRACT.***

**This Agreement is for (check as appropriate):** \_\_\_\_\_ **Summer 2024** \_\_\_\_\_ **Academic year (Fall 2024 – Spring 2025)**

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, Texas, area.*** Completion of an application for individuals outside this range does not guarantee housing. The University does not provide family or married housing. This contract does not guarantee a specific room, type, location, roommate, or size. I agree to pay the established rate for the room to which I am assigned.

***Cancellation\*: The Residence Life Housing Occupancy Contract may be cancelled prior to occupancy according to the refund schedule and process set out below. If I cancel this contract after occupancy, for reasons other than those stated below, 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.

Deposit Refund Schedule Prior to Occupancy:

1. On or before May 31<sup>st</sup>: 100% return of deposit
2. Between June 1<sup>st</sup> and June 30<sup>th</sup>: 50% return of deposit
3. On or after July 1<sup>st</sup>: Forfeiture of deposit

**Meal Plan:** I understand that I must purchase a meal plan each semester I reside in housing. The meal plan options are posted at [uiw.edu/housing](http://uiw.edu/housing).

- **First year residents are eligible to select the Cardinal Platinum, Gold, and Silver meal plans.**
- **Cardinal Athletes on full scholarship are required to select the Cardinal Platinum meal plan.**

In consideration of UIW granting my request to reside in housing, I agree as follows:

1. UIW reserves the right to revoke or end this agreement at any time at its discretion or if the necessity arises for UIW to no longer provide University housing.
2. UIW Residence Life reserves the right to enter rooms to perform health and safety inspections, in addition to responding to alleged or potential policy violations.
3. I agree to comply with all requests, rules and guidelines set out in the Department of Residence Life and Housing Operations Handbook and the Student Code of Conduct.
4. The University reserves the right to make changes in room assignments to ensure proper safety of residents and as needed in the discretion of the University.
5. I understand that I must actively participate in class and maintain full time enrollment status.
6. This contract covers occupancy during the academic year, which typically runs from August through December and January through May. The contract does not include the Winter semester (December through January) or between the end of Summer semester and Fall (August).

**Break Housing:** If I choose to stay on campus during the breaks between semesters, I agree to pay for break housing (\$182.00 per week). All residents staying on campus between semesters will be required to sign up and pay for break housing via the housing portal. Break housing will **only** be offered to **eligible** qualifying students (registered full-time for the following semester).

- **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 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:** Under Texas State Law (SB 62), I understand that prior to applying to housing; I must submit my meningitis documentation to UIW via the methods listed on the following website (<https://my.uiw.edu/health/services/meningitis-info.html>).

**Housing Accommodations:** All housing accommodations must be processed through the Student Disability Office. Process and necessary forms can be found on their website at [www.uiw.edu/sds](http://www.uiw.edu/sds).

**Sex Offender:** Under Texas State Law (HB 355), I understand that if registered as a sex offender I may not reside in on-campus housing of a public or private institution of higher learning.

**Residence hall key and UIW ID:** I agree to carry my UIW ID at all times and am responsible for my residence hall key. If I should lose either my key or ID, I will immediately report the loss to the Residence Life Office and pay for its replacement.

**Release:** In consideration of UIW granting my request to permit me to reside in the UIW Residence Halls, I release UIW, and its Board of Trustees, officers, employees, and representatives from any and all liability to me, my personal representatives, estate, heirs, and assigns for any and all claims, demands and causes of action for any and all loss of property, illness or injury to me, including death, arising out of, resulting from, occurring during or in any way connected with or caused by acts, omissions, or negligence or gross negligence of myself, others, and UIW or its Board of Trustees, officers, employees, and representatives, that may be sustained by me while residing in the UIW Residence Halls to include a pandemic/emergency or while on premises owned or leased by UIW.

**INDEMNITY, HOLD HARMLESS, COVENANT NOT TO SUE, AND WAIVER: I AGREE TO INDEMNIFY AND HOLD HARMLESS, WAIVE AND COVENANT NOT TO SUE UIW, ITS BOARD OF TRUSTEES, OFFICERS, EMPLOYEES, AND REPRESENTATIVES FROM LIABILITY FOR THE INJURY OR DEATH TO ME OR ANY PERSON(S) AND DAMAGE TO PROPERTY THAT MAY RESULT FROM MY ARISING OUT OF, RESULTING FROM, OCCURRING DURING OR IN ANY WAY CONNECTED WITH OR CAUSED BY ACTS, OMISSIONS, OR NEGLIGENCE OR GROSS NEGLIGENCE OF MYSELF, OTHERS, AND UIW OR ITS BOARD OF TRUSTEES, OFFICERS, EMPLOYEES, AND REPRESENTATIVES, WHILE RESIDING IN THE UIW RESIDENCE HALLS, TO INCLUDE TIMES DURING AN EMERGENCY, WEATHER EVENT, OR PANDEMIC. IT IS MY EXPRESS INTENT THAT THIS COVENANT NOT TO SUE AND AGREEMENT TO HOLD HARMLESS SHALL BIND THE MEMBERS OF MY FAMILY AND SPOUSE, IF ANY, AND MY HEIRS, ASSIGNS AND PERSONAL REPRESENTATIVES, IF I AM DECEASED, AND SHALL BE GOVERNED BY THE LAWS OF THE STATE OF TEXAS.**

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. I understand a copy of this contract and the Residence Life Handbook can be requested from the Department of Residence Life and Housing Operations office.

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

\*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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PLEASE SUBMIT AS FOLLOWS:

Upload completed and signed contract to the Star Rez Portal