

Fall 2022 Closing Meeting

Presented by: Michael R. Parks
Manager of Housing Operations



**UNIVERSITY OF THE
INCARNATE WORD.**

RESIDENCE LIFE *and*
HOUSING OPERATIONS

Resident Status Form

- Please make sure to check-in with your RA about your plans for winter
 - Staying for Winter Break
 - Checking Out
 - Returning to the same room

Room Checks over Winter Break

- Please make sure to take valuables and bed sheets.
- Staff will be checking rooms for maintenance issues primarily.
- Staff will be checking refrigerators/freezers to ensure they have been emptied.

Not Returning Spring 2023 Checkouts

Residents Not Returning for Spring 2023

- Cancellation link is currently available online. Please fill out if you have not done so yet.
- Deposit is only refunded for **graduating, exchange, and Spring study abroad residents**. If no damages are assessed, issued keys are returned, and check-out is properly completed at the scheduled time.
- Residence Life is **NOT** responsible for Mailbox keys.
- All other contract cancellations due to withdrawing from UIW, transferring to another institution, moving off campus, etc. will result in forfeiture of the \$225.00 housing deposit and a \$500.00 broken housing contract fee.

Check-Out Dates

- **Non-Graduating Residents:** All residence halls will close on 12/09/2022 (Friday) @ 4:00 PM
- **Graduating Residents:** All residence halls will close on 12/12/2022 (Monday) @ 1:00 PM.
- **International Residents:** All residence halls will close on 12/14/2022 (Wednesday) @ 1:00 PM.

Checking Out of Your Room

- Schedule a checkout time with your RA
- Check out signups will be posted outside your RAs door starting Monday, November 28th.
- ALL Checkout times must be scheduled by Friday, December 2nd.
- Make sure that ALL belongings and trash are removed from your room.
- Complete closing paperwork and turn-in key at checkout time
 - **If you are returning to the same room in the Spring, you do not have to sign up**

Residence Life Check-Outs RA Name:

Sunday, December 08, 2019			
Time	Student Name	Room #	Phone Number
1:00 PM			
1:45 PM			
2:30 PM			
3:15 PM			
4:00 PM			
4:45 PM			
5:30 PM			
6:15 PM			
7:00 PM			
7:45 PM			
8:30 PM			
9:15 PM			

Monday, December 09, 2019			
Time	Student Name	Room #	Phone Number
9:15 AM			
10:00 AM			
10:45 AM			
11:30 AM			
12:15 PM			
1:00 PM			
1:45 PM			
2:30 PM			
3:15 PM			
4:00 PM			
4:45 PM			
5:30 PM			
6:15 PM			
7:00 PM			
7:45 PM			
8:30 PM			
9:15 PM			



Condition of room when at time of check-out


- Your room (your side) must be completely empty by the time of your check-out.
- Clean (no food, trash, or unwanted items)
- Turn off all water faucets
- Turn off all lights
- Properly dispose of all trash
- Shut & lock all windows
- Close all window shades

Abandoned Items

- Any items left in room or suite after the residence hall closes are considered abandoned and will be donated to charity or disposed of **(Residence Life does not store any belongings).**

Wire Transfer Form (Housing Deposit)

- Domestic Students
 - Direct deposit or Check
 - If by check, it will be sent to the permanent address on file
- International Student
 - You will need to fill out form for proper deposit return
 - Can be found at the Business office



Wire Transfer

Date: _____
 Subject: _____

Call: 1-800-729-9473; Fax: 316-677-7753
 Account to withdraw from: Bank of America account #007114658720

WIRE TRANSFER INSTRUCTIONS	
TO (BANK NAME):	
BANK LOCATION (CITY/COUNTRY):	
SWIFT/BANK CODE/ROUTING/BIC:	
IBAN:	
CUENTA CLABE (MEXICO):	
FOR THE BENEFIT OF:	
BENEFICIARY'S ADDRESS:	
ACCOUNT NUMBER:	
AMOUNT (SPECIFY CURRENCY):	USD
REFERENCE/MESSAGE:	

Authorized by: _____ Wire Date/Time: _____
 Edith Cogdell, Comptroller

Sequence #: _____

Account(s) to charge: _____

Vendor Name: _____ Invoice Date: _____

Transfer Initiator: _____ A/P to process: Journal entry:

Invoice #: _____ Check #: _____ Processed by: _____ Date: _____
 PO #: _____ Banner bank code: 06 (unless initiator specifies otherwise): _____

For accounts payable use only.

Questions?

- All students staying in housing next semester please stay

Returning Spring 2023

- **You DO NOT have to reapply for housing!**
- **You DO NOT have to repay housing deposit!**

Registering for Classes

- For residents to secure their current room for Spring, they must be registered for classes (full-time) for Spring 2023 semester.
- Make sure to contact your advisor if you have not been able to register for your Spring 2023 classes
- Registration deadline to retain housing is December 1st

Winter Break Housing

- Friday (12/09/2022) to Friday (01/06/2022): \$170.00 per week, and \$680.00 for the entire break (Sign-up via Housing Portal).
 - Application now available
- Must be returning in Spring 2023 to be eligible to stay over break. If they cannot register by 12/01/2022 for Spring, they **cannot** stay over the break.
- **ATHLETES WHO ARE REQUIRED TO STAY:** Must sign up for break housing in housing portal (won't be allowed on campus otherwise)

Holiday Break Housing (You do have to APPLY)

- 12/12/2022 (Monday) to 01/06/2023 (Friday)
 - \$170.00 per week
 - \$680.00 for the entire break
 - Sign-up via Housing Portal
 - Application is currently live
- You can select different weeks
- Must be returning in Spring 2023 to be eligible to stay over break.
- **ATHLETES WHO ARE REQUIRED TO STAY:** Must sign up for break housing in housing portal.

Winter Break Housing is only offered at a weekly rate not a daily rate

NOTE: Meal options will not be available over winter break. Students will be responsible for providing their own meals

I understand that I must be booked in a room for the Spring 2023 semester and registered for classes (full-time) to take advantage of Winter Housing.

Please select Yes for your winter Housing Preference require housing. Please select No for the options you do not require housing. If you require housing for the entirety of winter, please select Yes in the "Entire Winter Break" option.

I have read and reviewed the above requirements and acknowledge the Winter Housing Requirements

ⓘ

Prefer Winter Break Week 1: Monday (12/12/2022) - Sunday (12/18/2022)

<empty> ⓘ

Prefer Winter Break Week 2: Monday (12/19/2022) - Sunday (12/25/2022)

<empty> ⓘ

Prefer Winter Break Week 3: Monday (12/26/2022) - Sunday (01/01/2023)

<empty> ⓘ

Prefer Winter Break Week 4: Monday (01/02/2023) - Saturday (01/06/2023)

<empty> ⓘ

Prefer Entire Winter Break (December 12th, 2022 - January 6th, 2023)






Save & Continue

Closing Procedures

- Complete all task items on the departure form before submitting
- Examples
 - Defrost and unplug mini fridge
 - Clean/pickup around restroom area
 - Unplug ALL electrical items
 - All water is off
 - All lights are off
 - All windows are shut
 - Take all trash out

Holiday Break Form

- **ALL** students that will be returning **must** fill out the “Holiday Break Form.”
- Will be personally handed to students by the RA

HOLIDAY BREAK FORM		
NAME: _____ BUILDING & ROOM: _____		
DEPARTURE DATE and TIME: _____		
<i>Your RA will check your room to determine whether you have properly checked out. Please complete this form and turn into your RA upon your departure.</i>		
Please initial each section to indicate that it has been completed.		
<input type="checkbox"/> Mini Fridge Defrosted and Unplugged <input type="checkbox"/> Sink & Sink Area Cleaned <input type="checkbox"/> Water Faucet(s) Turned Off <input type="checkbox"/> Disposed of Perishable Items <input type="checkbox"/> Toilet Cleaned* <input type="checkbox"/> Shower Cleaned*	KITCHEN AND BATHROOM 1 COMPLETED: _____	
<input type="checkbox"/> All Lights Turned Off <input type="checkbox"/> Window Blinds Shut <input type="checkbox"/> All Electrical Items Unplugged <input type="checkbox"/> All Holiday Decorations Removed <input type="checkbox"/> Windows Shut and Locked	LIGHTS, DECOR, & WINDOWS 2 COMPLETED: _____	
<input type="checkbox"/> Floors Swept/Vacuumed <input type="checkbox"/> Trash Taken Out and Disposed <input type="checkbox"/> Linens and Valuables Removed <input type="checkbox"/> Report any Maintenance Concern <input type="checkbox"/> Follow Residence Life on Social Media	FINAL STEPS 3 COMPLETED: _____	
*Avoca, McComb's, Township, and Watson Lofts ONLY		
  uiw.edu/housing   housing@uiwtx.edu	 UNIVERSITY OF THE INCARNATE WORD RESIDENCE LIFE and HOUSING OPERATIONS	Phone: (210) 829-6034 Office: SEC 3150

Room and Meal Plan Changes

Room Changes

- Application is currently live
- Application will close on November 28th, 2022
- Filling out a room change request does not guarantee a room change
- If your room change is granted
 - Room available – You will be asked to change your room before you leave for break
 - Room not available – we ask that you completely check out of your room and then move into your new room during Spring 2023 semester

Meal Plan Change

- Application is currently live
- Full ride scholarship athletes must have Platinum (*your responsibility*)
– contact your coach if you have a conflict
- **Students must fill out the request – nobody else can**

MEAL PLANS PER SEMESTER		UNIVERSITY OF THE INCARNATE WORD RESIDENCE LIFE AND HOUSING OPERATIONS 2022-2023	
PLAN	COST	DINING DOLLARS	BOARD MEALS
PLATINUM	\$2600 +TAX	\$570	17/week
GOLD	\$2500 +TAX	\$520	16/week
SILVER	\$2350 +TAX	\$685	12/week
BRONZE* *UPPERCLASSMEN ONLY	\$2150 +TAX	\$875	8/week

ALL AMOUNTS ABOVE ARE PER SEMESTER, AND PRICED AS SUCH UNLESS NOTED OTHERWISE.
MEAL PLANS ARE REQUIRED FOR ALL RESIDENTS FOR THE FULL ACADEMIC YEAR.
ALL MEAL PLANS HAVE BEEN APPROVED BY THE BOARD OF TRUSTEES FOR THE 2022-2023 ACADEMIC YEAR.

Account changes



Residence Life and Housing

Work For Us

Who We Are +

Apply to Housing +

Focused Learning and Growth System +

Living and Learning Communities +

Policies and Reporting

Account Changes

Report a Work Order



Available Changes

The following links can be utilized to request changes to your housing account. The below guidelines outline the processes regarding account changes. Requests made outside our official guidelines will not be processed.



Submit a Request to Change Rooms

The room change process occurs four times during the academic year. We will gladly accept room changes during active periods.

Note, all requests will be reviewed in the order received. While we make every effort to honor requests, changes are dependent upon room availability.

Active Room Change Request Periods:

- o June 1 – July 15 (Fall Semester)
 - o **New Extended Request period to August 1, 2020**
- o August (Fall semester) – First week of classes
- o November (Spring Semester)
- o January (Spring semester) – First week of classes

Room Change Request →



Make a Change to Your Meal Plan

The meal plan change process occurs twice during the academic year. We will gladly accept room changes during active periods.

Note that changes **CANNOT** occur outside meal plan change period

Active Meal Plan Change Request Period

- o June 1 – August 10 (Fall Semester)
- o November – January 5 (Spring Semester)

Meal Plan Change Request →



Contact Information

Student Engagement Center 3150

(210) 829-6034

housing@uiwtx.edu

All Campus RA Phone

(210) 216-6831

Submit a Work Order

Submit a Work Order

Connect with Us



Questions?



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