Eastern Illinois University, Charleston, Illinois, offers to furnish room and board, excluding semester breaks and vacation periods of more than one day, in a University Residence Hall/Greek Housing in consideration of the payment of the room and board charges in effect at the time of occupancy. It is understood that fulfillment of this contract is contingent upon the availability of space within the University’s Residence Halls/Greek Housing and the proper signature(s) on this contract. If the student is under 18 years of age, a parent or guardian must guarantee the payment of charges. Students who have lived in Eastern Illinois University Residence Halls/Greek Housing for two semesters (two summer terms of residence equal one semester) but who have not yet attained sophomore standing, will be considered to have met the freshman housing requirement.

**ROOM AND BOARD RATES/CHARGES**

Residence Hall/Greek Housing charges for room and board are based upon the meal option chosen by the student. Charges for room and board do not include periods between semesters or vacation periods of more than one day. In addition, dining service will not be provided on Eastern Illinois University holidays (Labor Day, Martin Luther King, Jr.’s Birthday, Lincoln’s Birthday).

In the event that the student receives financial aid, the undersigned agrees that all outstanding residence hall charges (including charges that are current and charges that are past due) may be deducted by the University from such financial aid awards.

### MEAL PLAN OPTIONS

<table>
<thead>
<tr>
<th>Plan</th>
<th>Meals Each Week</th>
<th>Dining Dollars Per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 Plus Plan</td>
<td>7</td>
<td>$200</td>
</tr>
<tr>
<td>10 Plus Plan</td>
<td>10</td>
<td>$500</td>
</tr>
<tr>
<td>12 Plus Plan</td>
<td>12</td>
<td>$600</td>
</tr>
<tr>
<td>15 Plus Plan</td>
<td>15</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

### CANCELLATIONS AND REFUNDS

- **8. Housing Application Fee**
  - The $50 non-refundable application fee is not applied toward room and board payments. The application fee is refundable even if a student is not admitted to the University. Residents will be held responsible for damage to University Housing property and will pay all charges immediately upon receiving a bill for the damage. Damage to common areas will be prorated to all the residents.

- **9. Room and Board Payments**
  - This contract is issued for the 2019-2020 academic year or balance thereof excluding vacation periods of more than one day and semester breaks. The student is expected to honor this contract for the entire contract term. The only exceptions are if the student 1) withdraws from Eastern Illinois University and does not re-enroll at any time during the term of this contract, 2) student is dismissed for academic reasons, 3) student does student teaching or an internship outside the Charleston/Mattoon area (Unit District 1 or 2), 4) student participates in a study abroad program or 5) student graduates. A student shall be considered to have cancelled this contract if he/she gives written notice of cancellation to the Office of University Housing and Dining Services, does not remove his/her belongings and turns in his/her room key, the actual cancellation date is the date the student officially checks out of the hall with a staff member. Arrangements must be made with the Office of University Housing and Dining Services to check out of their building. Checking out of the Residence Hall/Greek Housing and filling out the check out card at the end of the semester does not constitute official cancellation of your room and board contract. The effects of contract cancellation are as follows:

  - a. If the student is not admitted to the University, the student shall be entitled to a refund of the housing down payment.
  - b. If the student is dismissed from the University for academic reasons at the end of the fall semester, the student must officially check out of the Residence Hall/Greek Housing by the day prior to the Residence Halls/Greek Housing opening for the Spring semester. If the student is dismissed from the University for disciplinary reasons at the end of the Spring or Summer semester, and has made the $250 Housing Down Payment for the succeeding term, the student shall be entitled to a refund of the Housing Down Payment as long as the student has no outstanding bills with the University.
  - c. If the student is removed from the Residence Hall/Greek Housing or the University for disciplinary reasons, the student shall be entitled to a refund of the room and board charge prorated through the end of the week in which the student officially checks out of the Residence Hall/Greek Housing.
  - d. If the student participates in a study abroad program, enters a student teaching program or does an internship outside the Charleston/Mattoon school district, or graduates from the University and so notifies the Office of University Housing and Dining Services in writing on or before June 12, 2019 for the Fall Semester the student shall be entitled to a refund of the housing down payment. If the student meets these exceptions for the Spring Semester, the student must notify the Office of University Housing and Dining Services in writing on or before December 13, 2019.
e. If the student cancels this contract and withdraws from University Housing and Dining Services and the University on or before June 12, 2019 for the Fall Semester the student shall be entitled to a refund of the housing down payment.

f. If the student cancels this contract and withdraws from University Housing and Dining Services and the University after June 12, 2019 for the Fall Semester and has made the housing down payment, the housing down payment of $250 shall be forfeited. The $250 down payment is not required for students continuing from the fall semester into the spring semester. Charges are not to exceed the total room and board charges. There will be no refund of room and board charges after the tenth week of the semester.

g. If the student cancels and withdraws after December 13, 2019, for the spring semester the $250 cancellation charge will be billed to the student's university account.

h. If the student cancels this Early Bird Contract after November 30, 2018, has made the housing down payment and is enrolled at the University during the term of this contract, the student shall be required to pay the entire room and board charges for the Fall and Spring Semesters.

i. In addition to the late cancellation charge the student will be responsible for the room and board charges prorated through the end of the semester in which the student officially checks out of University housing.

j. Requests for a full or partial refund of room and board charges for reasons other than those outlined above may be submitted in writing to the Office of University Housing and Dining Services, 600 Lincoln Avenue, Charleston, IL 61920.

ASSIGNMENT AND OCCUPANCY

10. Assignment

a. Assignments in University Housing are made without regard to race, religion, sexual orientation or national origin.

b. Residence hall and room requests are honored by the University in accordance with an established priority system which is key to the date of receipt of the housing application fee. Roommate requests must be mutual.

c. The University reserves the right to move or reassign students to accommodations comparable to those originally assigned at any time during the term of this contract.

d. Residents who remain in a less than capacity room will be given the option to pay the additional rate per semester or move to a room with a person in a similar situation. Emergency situations may warrant the temporary consolidation of a student with students who have opted to pay the additional room charge. In this situation the additional room charge would be prorated. An Addendum to the Housing Contract will be given to each student who remains in a less than capacity room and will include the rate for the specific room type.

e. Greek Housing Only - In the event that the student is no longer an undergraduate member in good standing with the fraternity/sorority, he/she will be required to move from the fraternity/sorority house to a University residence hall. The student will be required to move to a room within five days after their membership ceases in the fraternity/sorority.

f. Greek Housing Only - In signing this contract you agree to abide by the agreement between the chapter and Eastern Illinois University.

11. Occupancy

a. Prior to vacations and at the end of final examinations, students are required to vacate the Residence Halls/Greek Housing in accordance with published closing information. In special circumstances, exceptions may be made by either the Resident Director or the Office of University Housing and Dining Services.

b. In signing this contract the student agrees during the term of his/her occupancy to consult a medical/mental health professional upon the request of a full-time member of University Housing and Dining Services staff.

c. The University is not responsible for the loss or damage to personal property by fire, theft, or other causes. Valuables should be kept secure at all times by locking the room door while out of the room. In case of theft, the University Police, the Resident Assistant and Resident Director are to be notified immediately.

d. If a student is dismissed for academic reasons at the conclusion of the Fall Semester, it is necessary that the student remove all belongings from his/her room by the Monday prior to the opening of the Residence Hall/Greek Housing for the Spring Semester. If belongings are not removed by the above date and official check out is not made with a member of University Housing and Dining Services, the student will be assessed a $100 late checkout fee and personal belongings will be removed from the room at the student's expense.

e. Vacation housing may be available in Thomas, Lincoln, Douglas and Stevenson residence halls for an additional charge per week or any part of the week. This option is available only to those residents assigned to Thomas, Lincoln, Douglas and Stevenson Halls.

f. It is understood by the student that continued occupancy in the residence halls/Greek Housing is expressly contingent upon remaining enrolled in not less than one hour per semester in the University. For continued occupancy the student must be making reasonable academic progress toward a degree.

DINING SERVICES

The first contract meal of the semester is breakfast on the first Friday (fall semester) or Saturday (spring semester) after the halls officially open. The last contract meal of the semester is the meal following the last scheduled examination. Prior to the vacation periods of more than one day (falling within a semester) the last contract meal served is the last meal on the day of scheduled classes. The first contract meal following vacation is the one normally preceding the first hour of resumed classes.

Room and board privileges are not transferable to another individual. There will be no refund for meals not eaten. The meal contract takes into consideration that students do not eat all provided meals during the week and charges were established accordingly. Decreases in meal contracts made during the semester must be prorated. If possible, sending the student to the Office of University Housing and Dining Services no later than the Friday following the first class day of each semester.

Dining service will not be provided on official Eastern Illinois University holidays. Dining service may be consolidated into one serving center on Labor Day weekend, Lincoln’s Birthday weekend and Martin Luther King, Jr’s Birthday weekend. The residence hall dining centers may be consolidated at other dates throughout the semester when consolidation could result in a savings to the residence hall dining service operation.

GENERAL REQUIREMENTS

In signing this contract the student agrees, during the term of his/her occupancy in University housing, to comply with all rules and regulations of the University and of University Housing, including those relative to preserving order on the premises, use of the premises, protection of University property and maintenance of student status. The general rules and regulations of the University are available in the General Catalog, Academic Handbook, Student Conduct Code, University Housing and Dining Services Website and the various constitutions of University Housing and Dining Services. Students are also bound by State of Illinois statutes, which apply to students and the University, and are all registration and contractual agreements signed by the student (and the student's parent or guardian). The written terms of this contract supersede all previous contracts as well as any verbal statements or telephone conversations made concerning this contract.

The University reserves the right to enter the student’s room at any reasonable time, with or without prior notice, to make needed repairs; for insect extermination; to address health and safety concerns; and to provide routine maintenance renovations or remodeling. Notice will be given, if possible, for major repairs.

In signing this contract the student agrees to the terms of the EIU Residential Network (RESNET) User Agreement. A copy of this agreement is found in the Calendar Handbook and is available at http://www.eiu.edu/housing/computers.php

The University reserves the right not to enter into (and/or terminate) a contract for anyone who, in the judgement of the university, represents a threat to the health, safety and welfare of either themselves or others, or anyone who provides false information to the university.

The student and the student's parent or guardian acknowledges that he/she has read this contract, understands it, and agrees to be bound by its terms and conditions. Acceptance of this contract by the University is effective upon receipt. The University reserves the right to amend or terminate this agreement in the event of non-compliance by student with the provisions herein.

If the student is under age 18 at the time this contract is submitted, the student's parent or guardian must complete the Addendum for the contract to be valid.