APARTMENT STYLE
2016-17 Housing Contract Policies
The Courtyards I The Village

University of Nebraska–Lincoln I housing.unl.edu
WELCOME TO THE COURTYARDS AND THE VILLAGE

THE COURTYARDS
- Located at 17th and Vine Streets – 733 North 17th
- Academic year contracts available.
- 478 private bedrooms in 108 four-bedroom and 23 two-bedroom fully-furnished units.
- 16 “Courtyard/Outside Access” four bedroom units with small private patios.
- Most four bedroom units include a bonus storage room, plus a large entryway coat closet.

THE VILLAGE
- Located at 16th and Y Streets – 1055 North 16th
- Academic year contracts available.
- 526 private bedrooms in 51 four-bedroom and 161 two-bedroom fully-furnished units.
- The Village has outside access, full balconies, or French balconies in many of the units.
- A convenience store is located on the northwest corner of The Village.
- A clubhouse is located on the main floor in the north building, complete with a fireplace and seating areas.

SPECIAL INFO ABOUT COURTYARDS/VILLAGE
- No meal plan is required.
- Two free meals during the week – Monday thru Friday.
- Courtyards and Village academic year contract begins August 18 and ends May 6.
- Ability to purchase a discounted academic year meal plan.
- Courtyards and Village are open during Thanksgiving, winter and spring breaks.
- Summer 2017 contracts are available in Village North, floors 1 and 2 (subject to change).

*Cancellation Terms on page 9

WHO IS ELIGIBLE TO LIVE AT THE COURTYARDS/VILLAGE?
The Courtyards/Village Halls are designed for upperclass, graduate or non-traditional students who are ready for a more independent living environment. Residents must be enrolled for at least six credit hours of on-campus classes and be fully admitted to UNL in order to live at The Courtyards or The Village.
Also a student must:
- Have previously lived in a UNL Resident hall, or
- Be a newly admitted transfer student, or
- Be a non-traditional student.

STUDENTS WITH DISABILITIES
UNL Housing is committed to providing accommodation to students with disabilities in the residence halls. Students who require reasonable accommodation must have an accommodation plan issued by the Services for Students with Disabilities Office. In order to ensure that appropriate arrangements can be made, students with disabilities who need reasonable accommodation in the residence halls must contact the Director of Services for Students with Disabilities at (402) 472-3787 by May 15 (for the fall semester) or October 15 (for spring semester).

QUESTIONS?
Please review the information provided in this booklet. If you still have questions, check the UNL Housing Courtyards/Village website at: housing.unl.edu for more information, including FAQs.
University of Nebraska–Lincoln
Division of University Housing
1115 N. 16th Street | PO Box 880622 | Lincoln, NE 68588-0622
(402) 472-3561 | (800) 742-8800 | TTY: (402) 472-1497
Fax: (402) 817-4952
email: housing@unl.edu | Web: http://housing.unl.edu

When contacting us be sure to indicate:
- A subject
- Your name and eight digit NU ID number.

UNL Housing responds to all emails. If you do not receive a response, the email has not been received by our office.
THE COURTYARDS/VILLAGE FLOOR PLANS

2-BEDROOM FLOOR PLANS

2-Bedroom Village

2-Bedroom Courtyards/Village

THE COURTYARDS/VILLAGE FLOOR PLANS

4-BEDROOM FLOOR PLANS

4-BEDROOM COURTYARDS/VILLAGE

4-BEDROOM COURTYARDS/VILLAGE OUTSIDE ACCESS
COURTYARDS/VILLAGE AMENITIES
All units come with the following:

Full kitchen:
- Refrigerator/freezer with ice maker
- Microwave
- Self-cleaning oven/stove
- Dishwasher
- Eating counter with two stools
- Wastebasket

Living room:
- Sofa
- End table
- Chair
- Entertainment center stand (36"W x 24"D x 30"H)

Bathrooms:
- Tub/shower
- Wastebasket for the vanity area
- An upright vacuum cleaner is provided in each unit
- An initial general-purpose cleaner

Bedroom:
- Loftable/adjustable bed (extra-long twin) 36" x 80"
- Mattress/mattress pad
- Study/computer desk (48"W x 24"D x 30"H), chair
- Dresser 30" x 24" x 30"
- Closet approximately 48"W x 36"D x 106"H
  - Includes overhead shelf 48"W x 36"D
  - Includes hanging space under overhead shelf
  - Includes 2-12" shelves in the back of the closet
  - Window coverings/horizontal blinds
  - Wastebasket

WHO’S WHO IN THE HALLS

RESIDENT ASSISTANT (RA)
Resident Assistants are upperclass students who live throughout The Courtyards/Village. Your RA is available to answer any questions you might have, keep you informed, and help you get involved on campus.

RESIDENCE DIRECTOR (RD)
A full-time Residence Director lives in an apartment in The Courtyards/Village. Your RD provides personal guidance, advises hall government, coordinates major hall activities, administers room changes, serves as a university hearing officer and supervises the RA staff.

RESIDENCE LIFE SERVICES SUPERVISOR (RLSS)
The Residence Life Services Supervisor coordinates the administrative functions of the halls, including supervising the hall desk operations. The RLSS will be happy to help you with questions concerning desk services or any of the other administrative aspects of the complex.

ASSISTANT DIRECTOR FOR RESIDENCE LIFE (ADRL)
The Assistant Director for Residence Life supervises the Residence Directors and the Residence Life Services Supervisor. They are responsible for a variety of administrative and programming functions and serve as a resource and referral agent for all complex residents. If you need assistance your ADRL is another staff member available to help you.

WELLNESS ADVOCATE
Wellness Advocates live on most floors and are members of the University Health Center staff. These students, trained in emergency procedures, can assist you with most minor illnesses or injuries and will call for professional medical attention when needed.

WELCOME TO THE COURTYARDS AND THE VILLAGE

COMMUNITY SERVICE OFFICER (CSO)
Security personnel are assigned to each complex to ensure a safe living environment. They monitor building security at night, during which time they can be seen walking the floors of the complex. They can be contacted through the main desk in each complex from midnight to 6 a.m.

NIGHT CLERK
Night clerks provide safety and security in each building by monitoring the activity and entryways into buildings, responding in crisis situations and answering questions. Night clerks are on duty from midnight to 8 a.m. daily.

RESIDENCE HALL ASSOCIATION (RHA)

MEMBERSHIP
The student government of the halls/complexes and the Residence Hall Association are given an allotment of money per each resident for government activities. This amount is included in your housing fee.
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THE COURTYARDS/VILLAGE CONTRACT POLICIES

Contract Terms and Conditions

WHAT IS INCLUDED IN YOUR CONTRACT
Your Courtyards/Village contract includes a private bedroom in a fully-furnished two-bedroom or four-bedroom apartment-style living unit. All utilities are included:
- Heat/AC, water, electricity, garbage.
- High-speed Ethernet and wireless Internet access.
- Basic cable TV is included for each private bedroom, plus another basic cable TV hookup in the living room area of each unit.

Bathrooms are shared with only one other resident. The contract includes cleaning/maintenance of the bathrooms by UNL Housing staff within each unit every other week. An upright vacuum cleaner is provided for each unit in order to maintain and protect unit appliances and fixtures.

Fully furnished units include: (see "Amenities" for more details)
- Kitchen
- Living room
- Bedroom
- Bathrooms

CONTRACT TERM LENGTH
The Academic Year Contract Term begins August 18, 2016 and ends May 6, 2017. Students with an Academic Year Contract may choose to live in The Courtyards or Village. Summer contracts are available by the end of March upon request. Email housing@unl.edu for more information and hall availability.

MEALS
The Courtyards/Village academic year contracts include two free meals per week. These meals may be used at any time when the dining halls are open, Monday through Friday. The two meals may NOT be used at the Lewis Training Table and will not be available during university shutdowns, e.g. semester break.

Courtyards/Village academic year residents may elect to purchase a 5- or 7-day unlimited meal plan with a 5% discount in addition to their contract. For more information on meal plan options, refer to page 18. For additional information on using student NCards in Dining Services, refer to this website: [http://go.unl.edu/diningFAQ](http://go.unl.edu/diningFAQ).

UNDER 18 POLICIES
A parent or guardian must cosign as a guarantor if you are under age 18 at the time you sign your contract. By affixing his/her signature as a cosigner and guarantor, the parent or guardian acknowledges responsibility for payment of room, meal plan, and other fees under the conditions of this contract should the student default on payment.

No student age 16 or under is allowed to reside in the residence halls without prior approval by the Housing Director.

UNL STUDENT CENTRALIZED BILLING INFORMATION
The Courtyards/Village housing fee (and any other incidental Housing charges) will be billed to you through the University’s Centralized Billing system. The monthly bills are generally posted the last week of each month and due the 12th day of the following month. It is your responsibility to view your account through the University’s MyRed portal and make payments, as directed, to the Bursars Office.

For questions related to payments made for any and all charges on your centralized bill, contact the Student Accounts Office at (402) 472-2887. The centralized bill includes other University charges as well as your housing fees. The Office of Scholarships and Financial Aid will credit all awards to your UNL Student Account, to be applied against your tuition, fees, housing, and any other institutional charges you have incurred.

For further information on disbursement of refunds, call Student Accounts at (402) 472-2887.

RETURNING STUDENT DISCOUNT (RSD)
The Returning Student Discount program is not available for The Courtyards/Village and suite-style residence hall contracts.

The Returning Student Discount program applies only to room and meal plan charges for students living in traditional residence halls.

EDITING YOUR CONTRACT
Before or on July 31, 2016 - Return to the UNL Housing Portal and make the desired change on your Housing contract for bed height and meal plan changes. Address changes should be made through Registration and Records.

After July 31, 2016 - Email the desired change to housing@unl.edu. Indicate your name, eight digit NU ID number and the specific change you are requesting. The contract change fee of $30 will be charged for each change and will be posted to your UNL centralized bill.

Emergency Contact Updates - Email the desired change to housing@unl.edu. Indicate your name, eight digit NU ID number and the specific change you are requesting.

ELIGIBILITY TO LIVE IN THE COURTYARDS/VILLAGE
The Courtyards/Village Halls are designed for upperclass, graduate or non-traditional students who are ready for a more independent living environment.

Also a student must:
- Have previously lived in a UNL residence hall, or
- Be a newly admitted transfer student, or
- Be a non-traditional student

Residents must be enrolled in at least six credit hours of on-campus classes in order to live at The Courtyards or The Village.

If at any time during the course of the contract term you are no longer enrolled for at least six hours of classes, you must request and receive a waiver of this requirement to remain a resident of The Courtyards/Village. If you do not request and receive this waiver, you will need to leave the hall within five business days. Contact the Housing Contracts Office for more information and to request a non-student waiver application.

LOFTABLE BEDS, GUARDRAILS AND BED ENDS
Loftable/adjustable beds are provided in all apartment-style bedrooms. These beds can be set at three different heights: regular height, captain’s height (approximately 24 inches off the floor), or lofted height (approximately 67 inches off the floor). UNL Housing can set your bed configuration at one of the following heights – regular, captain or lofted.

Bed ends are intentionally designed to be used as ladders to get into and out of your bed. If you do not feel comfortable using bed ends this way, UNL Housing can provide you with a special ladder which attaches to the side of your bed. Guardrails are also available which may help you avoid rolling out of bed.

By lofting your bed, you understand there is some risk of injury and you voluntarily choose to assume this risk.

To request a bed ladder, guardrail installation or lofting option, log into MyRed and submit a maintenance request in the Housing Portal under the “Fixit” tab. Choose “Category” then “Furniture” to make a request. If you no longer wish to use the equipment or change bed height, submit a maintenance request for removal or reconfiguration by UNL Housing staff. If any part of your bed or assembly breaks, or appears faulty, submit a maintenance request for repair. Students may not modify their beds beyond what the beds are designed to accommodate.
RECONTRACTING FOR 2017-2018
The recontracting process for 2017-2018 is expected to begin Fall 2016. There will be changes to the recontracting/sign-up process. Please thoroughly read all information that is published.

LANDLORD TENANT ACT DOES NOT APPLY
In accordance with Neb. Rev. Stat. §76-1408 (1) Reissue 1996, 2002 Cum. Supp. as amended, student is entering into this contract for a residence at an institution, which is incidental to the provision of educational services, and therefore, this contract is not subject to the Nebraska Uniform Residential Landlord and Tenant Act.

ACCESS TO UNIT FOR BATHROOM
MAINTENANCE/CLEANING
University Housing Facilities staff will enter each unit every other week in order to maintain/clean the bathroom areas. By signing The Courtyards/Village contract, the student agrees to scheduled access for this purpose.

CONTRACT CHANGES AND CORRECTIONS
The University has made every reasonable attempt to make sure information contained herein is accurate at the time of publication. However, we reserve the right to make corrections when necessary. Also, because University Housing tries to respond quickly to student concerns and to facilitate the best possible housing and dining programs, we further reserve the right to make changes in operations as needed. Refer to the Housing website for changes and updates (housing.unl.edu).

EARLY CHECK-IN
The Village and The Courtyards may not be available for early check-in. If your University responsibilities necessitate arriving early to campus complete a request to move in early via the Housing portal at least two weeks before the requested early check-in date. Circumstances may necessitate that we temporarily accommodate you in a different hall. Check with Parking Services for parking arrangements for early check-in, phone 402-472-1800 or email unlpts@unl.edu.

The guest rate will be charged in the case of early check-in. The current guest room rate, which is subject to change, is $32 per day for The Courtyards/Village. The same fee will be applied for storage and/or occupancy. These charges will be posted on your October bill.

FURNITURE CANNOT BE REMOVED
Each unit and bedroom comes fully-furnished. Residents will not be permitted to move furniture out of the unit.

HOUSING TOBACCO-FREE POLICY
The Courtyards/Village are tobacco-free. You will be asked to indicate on your contract whether you are willing to share a unit with someone who smokes. If you or your requested roommate(s) are smokers, indicate your willingness to share a unit with a smoker. Understand that while smoking is not permitted in the buildings, individuals who do smoke may carry residual elements of smoking into their rooms (i.e. the smell of smoke, etc.)

If you are concerned about the residual effect, indicate on your contract that you prefer a non-smoking roommate. See page 16 for more information about the Tobacco Policy.

General Assignment Policies
A student’s room may not be used by anyone other than the resident to whom it is assigned. Subletting of one’s contract/room is not permitted. University Housing reserves the right to alter room and hall assignments when deemed necessary. This includes the consolidation of those students with regular-room contracts who do not have roommates. (See section on “Consolidation Assignment Policy”)

University Housing reserves the right to move a student to another hall or to cancel a student’s contract if the student does not adhere to University Housing policies.

All residents within a unit will be of the same biological sex.

By Federal law and University policy, room assignments and room changes cannot be made on the basis of race, color, religion, disability, national or ethnic origin, or sexual orientation.

Contracts effective after August 18, 2016 (fall semester), and January 6, 2017 (spring semester):
• After finalizing the contract, the student must wait 24 hours to move into their assignment. This allows time for staff to inform current residents of their new roommate.
• No rate adjustment will be made for those who have contracted for space as of a certain date and enter the hall at a later date.

MOVING BETWEEN BEDROOMS OR UNITS
Each unit has either two or four bedrooms marked (A/B/C/D) to which each resident is assigned. Residents must reside in their assigned lettered bedroom and unit number. Any moves done without following the proper procedure will result in a $50 administration fee.

To request a room change:
Before hall opening, residents can request a bedroom or unit switch by having all students involved email the Housing Office with their requests. (housing@unl.edu).

After hall opening, residents can request a bedroom or unit switch by coordinating the move in advance with the Residence Director.

If any moves are made without the proper authorization from the Housing Office (before hall opening) or the Residence Director (after hall opening), a $50 administration fee will be charged to each student involved.
THE COURTYARDS/VILLAGE CONTRACT POLICIES (continued)

CONSOLIDATION (IF YOUR ROOMMATE LEAVES)
Room consolidation is a procedure through which University Housing provides the maximum amount of space to students in the residence halls. The process affects students who live alone in a double occupancy room/bedroom, which occurs when a roommate does not arrive or a roommate moves out of the room. While students are being afforded the opportunity to select their living space, University Housing reserves the right to relocate and consolidate students to maximize occupancy. The consolidation process ensures fairness to all residents and helps us be cost efficient in our use of space. The specifics of this policy implementation vary from hall to hall (i.e. no singles in super doubles, overflow housing), so consult with your RD.

Before the halls open
If your roommate leaves before you move into the residence halls, a student will assign themselves to the vacant spot in the room/unit or UNL Housing will assign a student to the vacant spot in the room/unit. Continue to check your UNL Housing Portal for updates to roommates.

After the halls open
If your roommate leaves during the semester (after you have moved in), you will be contacted by your Residence Director (RD) to review the choices available to you. These options may include:
- Choosing a different roommate
- Consolidating with someone who also has a space in their room/unit
- Allowing Housing to place a new roommate if one is available
- Housing moving you to a new room/unit

FOR STUDENTS NOT PLANNING TO LIVE ON CAMPUS
On-Campus Residency Requirement: The University of Nebraska-Lincoln requires all unmarried students with less than 27 credit hours and who are under 19 years of age prior to the first day of classes for the fall semester to live in University-approved housing for the entire academic year. This policy applies to both Fall and Spring entrants. Students in traditional residence halls may also have the option to change their contract to single room status (if not residing in a super double and if space is available). See Billing plans for single room rates. If you refuse to choose one of the above listed choices, your RD will select the option that best suits your situation.

NOTE for students living in traditional and suite-style halls:
A current resident occupying a double room alone will need to keep one side of the room “move-in ready.” This means that the room is adequately prepared for someone to move in at any given moment. This includes keeping all items off and away from the desk, bed, and closet space until the end of the first week of classes of the semester in case a roommate is assigned on short notice.

• After that time, a roommate may be assigned with 24 hours’ notice (if possible) to allow the current occupant time to prepare to receive a new roommate.
• Housing and Residence Life staff will conduct regular checks to make sure that these spaces are open. If the room is not deemed “move-in ready” and available to receive the new roommate, the occupant will be billed a $50 inconvenience fee. A student who refuses to prepare the room for a new roommate may be subject to other action, which could include being moved to another room or having his/her contract converted to a single room contract.

Students in traditional residence halls may also have the option to change their contract to single room status (if not residing in a super double and if space is available). See Billing plans for single room rates. If you refuse to choose one of the above listed choices, your RD will select the option that best suits your situation.

Note: If the 40% cancellation fee is less than $500 then the minimum cancellation fee of $500 will be charged to your account.

If contract cancellation occurs during the last two weeks of the semester, there will be no credit issued for the remaining days left in the semester.

University policy requires all unmarried students who have not reached the age of 19 prior to the first day of classes for the fall semester of the current academic year and who have less than 27 credit hours to abide by the on-campus residency requirement by living in the University approved housing. University Housing must adhere to this policy when addressing cancellations.
APPLICATION/NOTIFICATION OF CONTRACT CANCELLATION PROCESS

We cannot take cancellations over the phone. You must cancel your contract via the cancellation link on the Housing portal.

• Notifying Admissions or your advisor will NOT cancel your housing contract.
• Withdrawing, academic dismissal or suspension from school will not automatically cancel your contract.
• In any instance where you want to cancel your housing contract, you must contact the Housing Office directly by e-mail or mail. It is not possible for another UNL Department to cancel your contract.

CANCELLING BEFORE HALL OPENING
(I have NOT picked up my room key and/or have NOT checked into my assigned room/hall.)

• Complete the cancellation form by returning to your contract via MyRed and choosing the “Cancel Contract” link. You will receive confirmation (by email) that you have received your cancellation.
• Students are held liable for room and meal plan charges until cancellation notification is acknowledged by UNL housing. Students are also held liable for the cancellation amount shown in the contract cancellation schedule.

CANCELLING AFTER HALL OPENING
(I have picked up my room key and/or have checked into my assigned room/hall.)

ANYONE WISHING TO CANCEL THEIR CONTRACT AFTER THEY HAVE PICKED UP THEIR KEY AND/OR CHECKED INTO THEIR ASSIGNED ROOM MUST CONTACT THEIR RESIDENCE DIRECTOR (RD).

No cancellation will be considered without the proper residence hall check-out form completed and signed by the student. The social/hall government fee is non-refundable. A student who cancels the Academic Year contract for spring semester must vacate his/her room no later than the last day of finals week of the fall semester.

After hall opening, room and meal plan daily charges, through the last official occupancy (the day the proper check-out procedure and notification occurs), will be charged in addition to the cancellation amount shown in the contract cancellation schedule. Students who are required to abide by the On-Campus Residency Requirement should contact their RD at least three weeks prior to their requested checkout date to obtain application materials and complete the On-Campus Residency Requirement release process.

CANCELLING YOUR CONTRACT BECAUSE YOUR ROOMMATE HAS CANCELLED OR MOVED OUT OF YOUR ROOM WILL NOT REDUCE YOUR CANCELLATION FEE.

CANCELLING CONTRACT AT END OF FALL SEMESTER

Students graduating or leaving campus at the end of the fall semester need to complete the appropriate notifications by November 15.

Notifications received after November 15 are subject to a $100 late processing fee. Your notification by the deadline will allow University Housing to work with the remaining roommates to arrange for a replacement resident in the unit.

The November 15 notification date can be waived only in cases of unanticipated or unavoidable late notice. For example, a late notice of an internship/study abroad opportunity. If graduation plans are only tentative (i.e. depends on performance in a specific class, and graduation may not occur), you must meet with a representative of the Housing Contracts Office by November 15 to discuss available options.

• Students cancelling under these special provisions in December must arrange to move out no later than the day of graduation in order to have the cancellation fee reduced. This allows Housing staff time to prepare the unit for a new resident. You may submit a request for approval of a limited extension of this date from your Residence Director (RD).
• Documentation of the approved cancellation reason will need to be filed with University Housing (at the time the contract is cancelled) in order for the cancellation fee to be reduced.

Students not living in the residence halls and/or not returning to UNL for spring semester must check out of the halls by Saturday, December 17 at 10 a.m. If your circumstances necessitate a special late check-out (for halls open over break) and it is approved by your hall’s Residence Director, you will be assessed a $100 processing fee plus the daily rate of $32. These charges will need to be paid in cash in advance. Unapproved late checkouts will be charged an additional $100 processing fee.

NO-SHOWS

Any student who does not request cancellation in writing directly with University Housing and who is not occupying his/her room by 6 p.m. on the first day of classes shall be considered a no-show. The contract will be cancelled as of that time unless an official notification of delay of arrival has been filed (written notice submitted and accepted by University Housing) by 4 p.m. on the first day of classes.

Students considered no-shows will be assessed the cancellation fee as stipulated in the Contract Cancellation Schedule plus the daily room charge. No-shows are required to be in compliance with the on-campus residency requirement. For information about the release process contact the Residence Life office at (402) 472-3885.

REINSTATMENTS

Cancelled Courtyards/Village contracts may be reinstated if there is availability. A $100 reinstatement fee will be charged to the student’s account.

CHECK-OUT PROCEDURES

Procedures for room check-out:
• Contact the Residence Director to receive permission.
• Once permission is granted, the student has three days to complete the move.

The RD will provide specific check-out instructions, which include:
• Contact the Resident Assistant (or any available RA) in advance to schedule a check-out time.
• Turn in room key and mailbox key to the front desk.
• Enter your mail forwarding address in your Housing Student Portal.
• Pay for any damages.
• Notify UNL Registration and Records of address and phone number change.

If the preceding steps are not followed, an improper check-out fee of $50 will be posted to the student’s account. Students required to comply with the on-campus residency requirement who check out prior to completing the release process will be assessed an additional fee of $50. The student is still responsible for properly completing the release process.
Abandoned Property

Any personal property with an estimated value of $250 or more that is abandoned on the premises of University Housing will be subject to the following:

• A notice will be mailed to the student at the student’s most recent address on record. A housing staff member will also attempt to contact the student on their cell phone.
• The notice will be sent within one week of the end of the contract between the individual and UNL Housing.
• The notice will describe the abandoned property, a contact person and phone number, the location where the property can be claimed, and date by which the property must be claimed. This date will be no later than 14 days from the postmark date of the notice.
• If the property has not been claimed, by the specified date, the property will become the property of UNL and will be subject to UNL’s policy on surplus property.

Notice is not required to be mailed to the student for abandoned property with an estimated value of less than $250. If the property is determined to have an estimated value of less than $250, a 14-day waiting period will ensue at the end of which ownership shall immediately transfer to UNL, and will be subject to UNL’s policy on surplus property.

ALCOHOL POLICY
State law and University regulations state that the possession or consumption of alcohol in any University housing facility is prohibited, regardless of the student’s age. In addition, it is a University policy violation to be in a room where alcohol is present.

• Possession or display of containers with residues that held or were intended to hold alcoholic beverages is also not permitted.
• Alcohol-related conduct that infringes upon the rights of the others to a quiet, orderly living environment or that poses danger to self or others is not acceptable under any circumstances.
• University Police and residence hall staff reserve the right to dispose of alcohol.
• Residents in violation of this policy are subject to mandatory attendance in an alcohol education class as well as conduct probation, discretionary sanctions, alcohol evaluation, relocation, contract cancellation (should such an action occur, full cancellation fees will apply), suspension, expulsion, arrest, and/or prosecution.
• University Housing staff reserves the right to contact parents/guardians about any resident who is transported to detox or the hospital for acute alcohol intoxication.
• Your guests are subject to this policy; residents will be held similarly accountable for the actions of their guests.
MISCELLANEOUS CONTRACT POLICIES (continued)

- Additionally, individuals responsible for secondary hosting of a gathering at which alcohol is present are also in violation of University policy. Secondary hosting is defined as awareness or knowledge of such a gathering in one’s own room with the resident taking no steps to discourage its occurrence.
- Refer to the “Step by Step Process of the Behavioral, Alcohol, and Drug Intervention Plan” chart for more information.

CANDLES
For safety reasons candles, incense and other flame-emitting articles are prohibited for use in UNL Housing properties. Only candle warmers or potpourri burner with an enclosed heating element and an automatic shut off are allowed.

APPLIANCES FOR APARTMENT STYLE BUILDINGS
U.L. approved appliances with fully enclosed heating elements and/or electrical wiring are permitted. In addition to this, the following items have been approved for use in our traditional halls, suites and apartments, toasters, toaster oven, coffee makers (10 cup or less)/Keurigs, microwave ovens (750 watts or less), small hand held appliances, electric skillets, George Foreman grills, woks, sandwich makers and waffle irons.

EXCEPTIONS TO APPLIANCE APPROVALS
- All appliances must be in good working order and contain a circuit breaker or surge protector.
- All appliances must be U.L. approved.
- All appliances must be plugged into a multiple outlet plug.
- All appliances must operate at 120V (unless noted). VOLTAGE May VARY in the residences of the traditional halls.

RIGHTS AND RESPONSIBILITIES

As with any community, there are policies that must be followed so that all residents can live together cooperatively and maintain a positive living-learning environment. The residence halls allow students a great deal of independence, responsibility and freedom.

This living space requires that students possess the life skills that are needed to live in an independent living environment. Residents are expected to exhibit mature and responsible behavior. We expect you to read this information because you are held accountable for your behavior and the choices you make. When large groups of people live together, there is a need for community standards so everyone has the same opportunities and everyone is treated with respect.

University Housing reserves the right to deny or cancel a housing application or contract if UNL Housing, in its reasonable discretion, determines that a student’s past/current behavior or a student’s criminal convictions indicate a possible risk to the safety, health or life of any person, or a possible risk to the safety and security of any property, or presents a serious disruption to the UNL Housing community or living-learning environment.

University Housing reserves the right to alter your room assignment or cancel your contract if, in the University’s opinion, you are unable to adjust to the community standards necessary for a group living environment. Roommate(s) of a Resident Assistant who are found responsible for a policy violation that has occurred within the unit that they share with the RA may be required to move from the unit. Due to the sensitive nature of the RA position, it is critical that the RA be able to live and manage position responsibilities within an apartment unit where the staff member’s credibility is not questioned as a result of the actions of their roommate.

CONSEQUENCES OF INAPPROPRIATE BEHAVIOR
As a member of the Courtyards/Village community, it is your responsibility to let others know if you think they are violating your rights, just as someone may let you know if they violate their rights. Staff members will also address inappropriate behavior when necessary. We view student conduct as another part of the learning process. Students who choose to violate University or Housing policy will be referred to the Residence Director or to the Office of the Dean of Students.

Possible sanctions include:
• Verbal warning
• University probation or warning
• Educational requirement
• Contract termination (regular cancellation fees will apply.)

While we hope you will not find yourself involved in such a hearing, should you need more information, please refer to the Student Code of Conduct (http://stuafs.unl.edu/ja/) found in the Undergraduate Bulletin, which addresses sanctions and the appeal process.

SERIOUS VIOLATIONS
Certain regulations have been developed to assist in protecting your rights and the rights of other community members. Many policies are a matter of courtesy. Inappropriate behavior or unlawful activities may result in immediate termination of your Courtyards/Village contract, your relocation to another unit, and/or referral to the Office of the Dean of Students or the appropriate law enforcement body. Such policy violations include, but are not limited to, the following:
• Possessing, using, or selling drugs (including marijuana, alcohol, narcotics, or prescription drugs intended for use by another individual)
• Arson or tampering with fire equipment (i.e., fire extinguishers, alarms, exit signs, smoke detectors, sprinkler system, speaker system, strobe lights, etc.)
• Abuse (physical or verbal) and/or battery of a resident or staff member
• Possession of firearms or weapons
• Possession of explosives (including fireworks)
• Throwing or dropping objects out of windows or off balconies
• Trespassing in other residents’ rooms
• Possession of stolen property
• Tampering with the mail or mailboxes
• Disruption of the unit or floor community
• Other inappropriate behavior deemed so by Housing personnel

EXTENSION CORDS
All extension cords must be U.L. approved. Multiple outlet plugs must be in good working order and contain a circuit breaker or surge protector.

CARPET CARE
An upright vacuum cleaner is included and must remain within each unit. To reduce damage and preserve the appearance of carpet, should vacuum at least weekly. If food or beverage spills occurs, immediately clean it up with a cold, wet cloth. Contact the Facilities/Operations office right away if you have difficulty removing the stain. Promptly reporting any spills or stains will help minimize the likelihood of permanent damage and the charges billed to the student.

CARS, BICYCLES, ETC.
Parking permits for many areas of campus can be obtained by contacting University Parking Services located in the Stadium Drive Parking Garage. Permits will be distributed via mail or at check-in if application was made by Parking Services deadline. Rates and deadlines can be found at http://parking.unl.edu.

Locks are strongly recommended. Bicycle racks are located outside the hall. Bikes may be stored in residence hall rooms or unit storage room. Bikes may not be stored on balconies or patios. Improperly stored bikes are subject to removal. Mopeds, motorcycles and electric or gasoline-powered scooters may not be stored in rooms/buildings.
**CLEANLINESS**
You must maintain your unit in a clean, orderly, and sanitary condition at all times. Refrigerate perishable food as soon as possible and dispose of all refuse by placing it in a trash bag and taking it to the trash chute within a day. Also, because empty food cartons and pizza boxes can attract insects and pests, you should take these items to the trash chute within a day. Unclean conditions may create an unhealthy environment for your roommate(s) and neighbors or cause permanent damage to appliances and fixtures. Residents will be billed for any actual costs incurred if it becomes necessary for Housing to have the unit cleaned and restored to safe and sanitary conditions.

**EMAIL, PHONE, MAIL OR CAMPUS MAIL**
University Housing has established email as an official and primary means of communication with all of its residents. However, students may be contacted by phone, mail or email.
We will use the email address indicated on your current contract to send you announcements and important Housing information.
Students are responsible for reading all information sent to them via this email account. Electronic communications sent by University Housing will be deemed received on the next University business day after the day the email was sent. University Housing is not responsible for email communications blocked due to spam filters or blacklist restrictions imposed by the recipient’s mail service.

**DECORATIONS**
Combustible decorations present a fire hazard. Therefore, use of such decorations is strongly discouraged.
Cut greenery, trees or branches are NOT permitted in the units. Light strings are not allowed in the hallways. All items placed on the door of the unit must be above the doorknob to comply with Fire Code Standards.

**DRUG POLICY**
State law and University regulations prohibit possession, use, and/or distribution of illegal drugs, drug paraphernalia, and/or controlled substances (including marijuana, narcotics, or prescription drugs intended for use by another individual) in any University residence hall. In addition, it is a University Housing policy violation to be in a room where drugs are present or being used.

University conduct hearing officers will use preponderance of evidence as the basis for their conduct decision. Any of the following evidence could provide a preponderance of evidence, indicating that the student charged with the drug violation more than likely engaged in the alleged misconduct.

**EMERGENCY PROCEDURES**
Students should understand emergency procedures in his or her residence hall.
- Contact an RA, RD, Wellness Advocate, or University Police if emergency assistance is needed.

**FIRE HAZARD WARNING**
DO NOT store any items in the furnace closet area of the apartment or block air intake vents outside of the furnace closet area. Failure to comply can result in a fire that endangers not only your life, but the lives of others in the building. Anyone who fails to adhere to this policy will be held responsible for any resulting damages. No storage of flammable materials in the units is allowed.

**FIRE SAFETY EQUIPMENT**
As a member of the residence hall community, students are relied upon and held responsible for keeping fire safety equipment in good working order. Therefore, you may not render the smoke detector(s) in the room/unit inoperable, and students should report any malfunctions or inoperable smoke detector(s) to the facilities staff as soon as possible.
- According to the State Fire Marshal, the residence halls at UNL meet, and in many cases exceed, the state fire and life safety codes. Halls are equipped with safety equipment including smoke detectors and sprinklers in each room in most halls.
- Any person who misuses fire safety equipment (including, but not limited to the following: misuse of smoke detectors, tampering with the sprinkler system, etc.) will be subject to severe disciplinary action and/or arrest. Any student who becomes aware of anyone who misuses fire safety equipment should report the incident to staff. A cash reward may be awarded by the Residence Hall Association.
- Objects are not to be hung on or within 18 inches of the sprinkler heads. Any sprinkler head discharge will lead to the immediate dispatch of the fire department, evacuation of the affected areas, and a prompt and thorough investigation.
- Anyone who fails to adhere to this policy will be held responsible for any resulting damages.
- Fire regulations state that hallways shall not be used for storage of any personal property at anytime.

**FIRE SAFETY EVACUATION**
- Everyone is expected to evacuate the hall immediately when a fire alarm sounds. Follow posted procedures for fire evacuation.
- Students are expected to participate in hall drills to familiarize yourself with building evacuation procedures and safety areas.

**SEVERE WEATHER**
- Everyone is expected to evacuate to the designated tornado shelter immediately when directed by announcement/bells/sirens. Follow posted procedures for tornado evacuation.
- You are expected to participate in hall drills to familiarize yourself with building evacuation procedures and safety areas.
Examples of preponderance of evidence include, but are not limited to:

- Identification of the smell of marijuana or other illegal drugs by law enforcement personnel or other credible person.
- Concealment activities such as, but not limited to: covering the room smoke detector or otherwise interfering with the operation of the smoke detector; fan in the window blowing air out of the room; open window when temperatures are very cold or very hot; rug or similar barrier under the room door; smell of air freshener/perfume/cologne; burning incense or candles; use of dryer sheets, etc.
- Comments overheard from the parties in the room related to possession or use of marijuana or other illegal drugs and/or the concealment of its possession or use.
- Presence of drug paraphernalia: glass pipes, bongs, tobacco pipe, toilet paper/paper towel rolls with dryer sheets, rolling papers.
- Signed incident reports from third parties such as roommates or floor mates.
- Residents in violation of this policy are subject to:
  - Mandatory attendance in a drug education class as well as conduct probation, discretionary sanctions, drug use evaluation, relocation, full contract cancellation (should such an action occur, full cancellation fees will apply), suspension, expulsion, arrest, and/or prosecution.
  - University Housing staff reserves the right to contact parents guardians about any resident who is in violation of this policy or is transported to detox or the hospital for drug use health concerns.
- Your guests are likewise subject to this policy, and residents will be held similarly accountable for the actions of their guests.
- Your guests are likewise subject to this policy, and residents will be held similarly accountable for the actions of their guests.
- Refer to the “Step by Step Process of the Behavioral, Alcohol, and Drug Intervention Plan” chart for more information.

FACILITY MISUSE
You and your roommate(s) are responsible for the condition of your room/unit and its contents and will be charged for any damages beyond normal wear and tear. The condition of the common areas (lounges, hallways, elevators, and laundry rooms) is also the responsibility of the residents. Students who damage or misuse any hall facility will be responsible for the cost of repairs and may be subject to disciplinary action. Floor residents may also be held accountable for damages to the common areas should those responsible not come forward. In addition, cleanliness and sanitation are a necessity of community living. You and your roommates will be expected to maintain your unit in a safe and satisfactory manner in order to meet reasonable health and safety standards. You will also be expected to dispose of trash properly on a regular and routine basis. If you are responsible for unsafe or unsanitary conditions that have an effect on your room or others, you may be assessed a cleaning fee and sanctions may result from your disrupting the community.

Unoccupied rooms in your unit are not to be used for storage, guests, etc, by the residents therein.

FIREARMS/WEAPONS
Items such as, but not limited to, firearms, ammunition, martial arts weapons, knives, explosives, and other weapons are not allowed in the building. A locked storage area is provided in the UNL Police station for firearms.

GAMBLING
Gambling, involving any exchange of money or anything of value, is not permitted.

GUESTS/HOST RESPONSIBILITY/VISITATION
These regulations apply to the residents of all apartment style buildings, regardless of unit type.

- Guests are defined as family members, friends, or other persons related to or affiliated in any way with the resident.
- Guests may visit your room/unit at any time, subject to the “Unit Living Agreement” you and your roommate(s) will sign. At no time will more than 16 individuals (including residents) be permitted in any unit/room.
- In every residence hall/living unit, you are responsible for informing your guests of residence hall policies and for the behavior and actions of your guest(s), up to and including being charged for policies that your guests violate.
- All guests must have an escort, which means the host is responsible for being with the guest to and from the room, as well as any other areas in the building at all times.
- Residents are not permitted to host guests who have any active trespass restrictions.
- Overnight guests: Residents may have same sex overnight guests in their room subject to the limitations listed below:
  - Overnight guests are only allowed with the consent of other roommates, if roommates have agreed to this in their Unit Living Agreement. Visitation or overnight guests of one roommate should not infringe on the rights of other roommates.
  - The stay of the overnight guest(s) may not exceed four days (96 hours) in one month and such guests may not disturb roommates or other residents.
  - Same-sex overnight guests must be registered at the front desk and must carry some form of photo ID.
  - No opposite-sex guests are permitted to sleep in a room overnight.
  - The privilege of having guests may be revoked if the privilege is abused or residence hall or University policy violations occur involving the guests.
  - University staff reserves the right to require a guest to leave if university policies and/or residence hall policies are violated or if complaints are received from members of the floor/hall community.
  - Violation of any of these policies may lead to the limitation of guests visiting the resident(s) involved, nonresidents being charged with trespassing and residents (both guest and host) having their housing contract status reviewed.

HALL SPORTS
The residence halls are not designed for athletic events or horseplay. It is important to keep hallways intact and maintain safety and minimize disruption of the sleep/study atmosphere. Because of the risk of injuries, accidents, and potential property damage, sporting activities, including, but not limited to, skateboarding, scooters, bicycle riding, soccer, playing Frisbee, golf, hockey, rollerblading, throwing or bouncing balls, etc., in the hallways or public areas of the residence halls are prohibited. Violations can result in confiscation of equipment, as well as disciplinary sanctions and/or restitution for damages.

HARASSMENT
The Housing staff is committed to creating an environment in which each student feels safe living in the residence halls and is free from harm, the threat of harm, and unreasonable interference. Therefore, students who engage in acts or communications that are intended to threaten, intimidate or harass a particular student(s), and to cause that student(s) to fear for his or her safety are in violation of the harassment policy and will be subject to disciplinary action.
KITCHEN, APPLIANCES AND LAVATORIES
Each unit will be furnished with a packet of User Guides for the appliances in the unit. Residents are expected to familiarize themselves with this information prior to using the equipment in order to avoid misuse or damage to the kitchen area or appliances.

Kitchen areas are to be maintained in a safe and sanitary condition. If unsafe or unsanitary conditions are noted by Housing complex staff, residents will be required to correct the situation. If it is necessary for Housing staff to clean the kitchen area to restore the unit to safe and sanitary conditions, the cost of such cleaning will be borne by the residents of the unit.

Lavatories, sinks, toilets, and all water and plumbing apparatus shall be used only for the purpose for which they are constructed. Sweepings, rubbish, rags, ashes, or other foreign substances shall not be thrown into the plumbing apparatus. Any damage and the cost of cleaning or repairing plumbing resulting from misuse shall be borne by residents.

LAUNDRY FACILITIES
Laundry facilities are for the residents of The Courtyards/Village only. Residents are solely responsible for unattended laundry. The laundry facilities are operated with coinless laundry machines. Laundry cards are available at the front desk. Students may add value to cards at a recharge machine. The front load washing machines require HE (high efficiency soap) in order to minimize sudsing, which can damage a machine.

SAFETY AND SECURITY
Your personal safety and the protection of your possessions require a joint effort between you and the University. Any behavior that jeopardizes the safety of residents or staff is prohibited. In order to make residence hall living at UNL a safe and pleasant experience, please adhere to the following policies.

BUILDING ACCESS WITH YOUR NCARD
- Residence halls are locked 24 hours a day (with a few exceptions).
- Each resident will be issued NCard access rights to their residence hall’s exterior entry doors, which will allow access to get into the building. From midnight to 8 a.m., residents must stop at the desk to show their NCard to the Night Clerk.
- Each resident will be issued NCard access rights to other residence halls (not including Burr, Fedde, Love Memorial, Husker or Kauffman), which allows access from 6:30 a.m.-Midnight daily.

BUILDING SECURITY
- Residence halls are only as safe and secure as residents help to keep them.
- All residence halls are locked 24 hours a day (with a few exceptions).
- To protect the safety and security of all residents, do not prop open an outside door to a residence hall. Jeopardizing residence hall security in any way is prohibited (e.g. propping outside doors open, vandalizing security cameras).
- Any unsafe situations you cannot correct, such as lights out in a stairwell, safety hazards, etc., should be reported to a building staff member as soon as possible.
- You are responsible for the actions of your guests. While they are in the residence hall; guests must be escorted at all times.

NCARD/STUDENT ID
- Students are required to carry their NCard at all times. Failure to carry your NCard, giving false information to a staff member and failure to show the NCard to a staff member as requested are all violations of the Student Code of Conduct and Housing policies.

MEDICAL EMERGENCIES
Should a situation occur in which medical attention appears needed, University staff may summon emergency medical assistance. The cost of such assistance will be borne by the student/parents.

PAPER PRODUCTS
Paper products are not provided in suite-style or apartment-style halls. Students are responsible for providing their own toilet paper, paper towels, etc.

PATIOS AND BALCONIES
Students should maintain a clean and attractive appearance throughout The Courtyards/Village, including patios and balconies. Patios should be uncluttered and swept clean. Only outdoor patio furnishings are allowed on patio areas. For example, chairs, tables, other furniture must be cleared with the RD or you will be asked to remove it. You may not store, dry, hang, or drape items such as clothing, towels, linens, rugs, signs, flags, or have unsightly personal property on your patio or balcony.

For the safety of others, do not throw any items, including, but not limited to, cigarette or cigar butts, from your balcony.

For the safety of all, no sitting on, hanging from, or climbing on railings, or throwing items from balconies is allowed. Students found responsible for creating or participating in these types of unsafe behaviors may lose their ability to continue residing within the units.

UNSAFE ACTIVITIES
Any activity deemed by Housing staff to be a threat to the health and safety of residents is strictly prohibited. Prohibited activities include, but are not limited to: sitting on balcony railings, throwing anything off of a balcony, physical assault, or threat of physical altercation.

ROOM KEY OR ROOM CARD/KEY
Each resident will be issued a key/card to his/her assigned room. Keys are for the sole use of the person to whom they are issued. It is a violation of the Student Code of Conduct and University Housing policies to duplicate this key or loan it to anyone else.

If you are locked out of your room or lose your key/card, a temporary loaner key/card may be checked out from the complex main desk three times. After the third time, or in the case of late return of the loaner key/card, a $10 service fee will be charged per check out.

If you lose your room key/card, you are expected to report this loss immediately to the hall/complex desk. You will be billed for the cost of key replacement, which is:
- $30 for brass keys (which includes physical door lock recore).
- $10 for plastic key cards (includes automated lock recore).

- Allowing another person to use your NCard for any reason is a violation of the Student Code of Conduct. The NCard is not transferable and is to be used only by the person to whom it is issued.
- Your campus NCard is required to gain access to the dining centers.
- If you lose your NU ID card, report it immediately to the NCard Office.
- Affiliate key cards are short-term loaner cards that allow a student access to their specific residence hall. Affiliate cards cannot be used to access dining or any other service. If you lose the affiliate key card you will be billed $30 for the cost of key replacement.
- If you are locked out of your room or lose your key/card, a temporary loaner key/card may be checked out from the complex main desk three times. After the third time, or in the case of late return of the loaner key/card, a $10 service fee will be charged per check out.
- If you lose your room key/card, you are expected to report this loss immediately to the hall/complex desk. You will be billed for the cost of key replacement, which is:
- $30 for brass keys (which includes physical door lock recore).
- $10 for plastic key cards (includes automated lock recore).

- Allowing another person to use your NCard for any reason is a violation of the Student Code of Conduct. The NCard is not transferable and is to be used only by the person to whom it is issued.
- Your campus NCard is required to gain access to the dining centers.
- If you lose your NU ID card, report it immediately to the NCard Office.
- Affiliate key cards are short-term loaner cards that allow a student access to their specific residence hall. Affiliate cards cannot be used to access dining or any other service. If you lose the affiliate key card you will be billed $30 for the cost of key replacement.
MISCELLANEOUS CONTRACT POLICIES (continued)

PERSONAL PROPERTY REMAINING IN THE ROOM
Any personal property remaining in the room after the resident vacates the premises shall be considered abandoned. Housing will bill the resident an improper checkout fee and any costs associated with removal and disposal of belongings left behind.

PETS
The only pets permitted in the halls are non-dangerous fish which live completely underwater. No other pets, including but not limited to cats, dogs, gerbils, snakes, birds, crabs, turtles, frogs, spiders, ferrets, etc., can live in or visit The Courtyards/Village. Aquariums must be less than 25 gallons.

PRANKS
Practical jokes and pranks may damage property, injure other students, and can also increase the noise level and disturb non-involved residents. Students who engage in practical jokes and pranks will be held responsible for damages and disciplinary action may be taken. Because of the danger to others, dropping or throwing any object out of or into the residence halls is strictly prohibited. Violators will be referred for disciplinary action. You will receive further information about safety when you arrive on campus.

QUIET HOURS
Residents are expected to use discretion where noise is concerned both in and around the units. Excessive noise is prohibited at all times. Courtesy hours are always in effect, and students are asked to be considerate of others’ rights to study and sleep. You and your guests are responsible for respecting the rights of others at all times. High volume sounds from televisions, radios, sound systems, and electrical instruments are not permitted. If sound systems are played out of windows or are a problem in any area around the building, owners risk removal of the equipment from the unit and may be held accountable for the expense of having it boxed and shipped off campus. Due to the nature of these musical instruments, drums and amplified guitars cannot be played in any on-campus housing.

If a resident has a problem with noise, the first step is to talk to the resident(s) creating the noise. If the noise continues after a resident has discussed the situation with the other resident, your Residence Assistant (RA) should be contacted. If that RA is not available, contact the RA on duty for the building/area. During dead week and final examinations each semester, 24-hour quiet hours will be enforced.

RESIDENT ROOMS/UNITS
Furnishings provided must remain within the unit. Beds must remain on their frames, and desk units and other furniture must be left completely assembled. Beds are adjustable/loftable, and if a resident elects to lower his/her bed so there are excess pieces of equipment, such excess parts must be stored within the confines of the unit. Waterbeds or self-assembled lofts are not permitted.

You are not permitted to paint, wallpaper, use stickers or decals, or otherwise modify finished surfaces in any permanent manner. Picture rails are provided in living rooms and bedrooms for your use; hangers to use with the rails will be provided at no cost to residents. You are also permitted to use “3M” tabs for lighter-weight posters, pictures, etc. You are not permitted to use nails, screws or “Plasti-Tak” (or other similar products) because those items cause permanent damage to painted or finished surfaces.

If you have questions about specific products that you may want to use within your unit, please check with the Facilities/Maintenance Operations office before installation of such items.

ROOM FURNITURE
All furniture must remain in the room at all times.

ROOM ENTRY, INSPECTION AND MAINTENANCE
Housing facilities staff will enter units every other week on a scheduled basis to maintain bathroom areas. Residents who fail to maintain their bathrooms and keep them accessible for facilities staff may be charged a deep-cleaning service fee.

The right to privacy, guaranteed by federal and state laws, applies to your residence hall room. Entry to student rooms is limited to emergency or repair circumstances as deemed necessary by complex staff, or as may be legally required.

In order to maintain its property and a safe environment for students, University Housing reserves the right to have authorized personnel wearing identification enter and inspect residence hall rooms at reasonable times, as deemed necessary. University personnel may enter a room after first knocking on the room door and announcing a request to enter. Reasonable time will be given for occupants to respond before entry occurs. If residents are not in the room, a room entry report will be left to notify residents of such an entrance.

Staff may enter a residence hall room for reasons including, but not limited to, the following:
• in order to protect and preserve UNL property and enforce University Housing policies;
• at invitation or agreement by an occupant;
• to respond to a complaint of a disturbance, which includes hearing unreasonably loud or continuing sound from a room with the occupants failing to respond;
• to complete repairs to previously reported damaged items;
• whenever someone moves out of a room, for check-out purposes;
• to respond to health and safety issues, and to ensure the safety of people and facilities, and for any emergency reason (e.g., spray for insects, fire or broken pipes, etc.)

SALES/SOLICITATION/BUSINESS
Canvassing or solicitation of funds, votes, memberships, literature, signatures, sales or subscriptions, or operating a business is not permitted in the residence halls. All non-student groups, agencies, and on-campus organizations, except the Residence Hall Association (RHA) and the Association of Students of the University of Nebraska (ASUN), must seek permission from the hall government, or the Residence Life Office at University Housing for approval of solicitations. If you have a solicitor at your door, contact the desk, RA or RD.

United States census staff conducting the American Community Survey (ACS) have permission to be in the residence halls. If you have census questions, see your Residence Director (RD).

SATELLITE TELEVISION DISHES
Satellite television dishes are not permitted.

SELF-DESTRUCTIVE BEHAVIOR POLICY
The University has a clear and distinct interest in maintaining a safe and educational environment in the residence halls. Residential communities and individual residents are seriously disrupted by self-destructive behavior. Among the most disruptive forms of misconduct are intentional attempts or threats to seriously injure oneself, and reckless behavior which puts oneself or others in physical danger. Students who become incapacitated as a result of their own actions, and students who deliberately injure themselves, are subject to University action.

In light of the impact of self-destructive behavior upon the residential community, affected individuals are encouraged to utilize counseling resources provided to students free of charge. Residents interested in learning more about referral resources available in University Housing...
or on campus are welcome to call the Residence Life Office at 402-472-3885, or Counseling and Psychological Services at the Health Center (CAPS), 472-7450. All inquiries are confidential.

Based upon the offense, residents who engage in self-destructive behavior must accept responsibility for their actions and are subject to disciplinary sanctions under residence hall disciplinary policy and the University of Nebraska-Lincoln Student Code of Conduct which may include housing contract cancellation. In the event a resident with a recognized mental disorder engages in self-destructive behavior, before determining a response, the University will take into consideration the resident’s medical diagnosis, the gravity of the injury, the impact of the behavior upon fellow residents, the appropriateness of reasonable accommodations, and other pertinent factors. When a severe act of self-destructive behavior or an apparent threat of serious harm occurs University Housing reserves the right to notify the resident’s parent or guardian.

SPACE RESERVATIONS
Recognized non-residential student organizations, including campus religious groups, may reserve space on a weekly basis in multipurpose spaces in the halls for organization activities. Contact the Residence Life Services Supervisor of the complex in which you desire to reserve space.

THEFT/PROPERTY LOSS
UNL assumes no responsibility for students’ personal belongings. Coverage through home-owner’s insurance or from an independent insurance agent is strongly recommended. The University does not provide personal property insurance. Your family’s household insurance may cover your property while you live in the hall. Discuss this with your family’s insurance carrier. Keeping your bedroom and unit door locked at all times is highly encouraged. Responsible living requires you to take reasonable action in the security of your possessions. Help protect your property by making a list of serial numbers and by locking your door when you leave the room and not leaving your items in public places.

TOBACCO-FREE POLICY
All UNL residence halls are tobacco-free. Smoking and the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, and other tobacco products), as well as the use of electronic cigarettes, are prohibited at all times.

Smoking areas are located outside each residence hall. Residents and their guests must dispose of tobacco materials in the receptacles provided. Smoking is not permitted within ten feet of building perimeters, including entrances.

TRASH
Residents are responsible for removal and proper disposal of trash from within their unit. Please place all trash in tightly closed plastic bags and immediately deposit them down the chutes. Trash may never be left in the hallways or on the balcony/patio outside your unit. Residents shall never dispose of hazardous materials of any nature whatsoever in any trash receptacles, dumpsters or similar containers such as “sharps”, etc. Containers are provided for usual and customary housing complex waste and trash.

UNIT CONDITION, REPAIRS AND ALTERATIONS
Residents are to maintain units in a good, clean, safe, and sanitary condition, reasonable wear and tear excepted.

Except in the event of an emergency, requests for repairs or services must be submitted online to University Housing. The maintenance request form is available at fixit.unl.edu. In case of malfunction of utilities or damage by fire, water, or similar cause, notify Housing staff immediately. Emergency phone numbers can be found at fixit.unl.edu. Notify Housing staff promptly of: water leaks, electrical problems, carpet holes, broken glass, broken locks or latches, malfunction in heating, air conditioning or other equipment, and any condition which poses a material hazard to health or safety. Once the notice is received, University Housing staff will act with reasonable diligence in making repairs and reconnections.

Housing will provide normal maintenance and repairs within the unit without additional charge to residents. The cost of significant repairs made necessary by abuse or misuse of the unit and environs by residents or their guest(s) will be borne by the resident(s). Residents are not permitted to make any alterations or improvements to the unit or environs.

UNIT LIGHTING
Contact the Facilities Operations office if it is necessary to replace burned-out light fixtures within your unit.

Use of colored light bulbs in any exterior fixture is prohibited.

Because there are no exterior electrical outlets at The Courtyards, you may not place extra lighting (such as holiday lights) outside of your unit, nor can interior outlets be used to support this type of lighting, since opening and closing of doors can cause light cords to become frayed. Exterior lighting is permissible on floors 2-5 of The Village where exterior outlets are available.

UNIT LIVING AGREEMENTS
The Courtyards/Village residents will enjoy a great deal of freedom, and students are expected to exhibit mature and responsible behavior. One step that we utilize to ensure a quality living environment for all residents is to have the residents of each unit complete a “Unit Living Agreement” outlining expectations within the unit on lifestyle matters such as guest visitation, quiet hours, and cleanliness. You will be provided a model agreement form to be used as a basis for discussion with your roommate(s). It is important that all members of the unit take part in this important discussion and sign off on the form, which will be held on file with University Housing and can be renegotiated with assistance from your Resident Assistant (RA).

WINDOWS AND DOORS
For safety reasons, windows and doorways may not be obstructed. Screens may not be removed by residents. Window and door blinds are provided within each unit for shade and privacy and are not to be removed. No reflective film or other materials are to be applied to windows or patio doors.

Do not leave windows or doors open during inclement weather.

DAMAGES
Residents will be liable for storage of hazardous materials, gas, chemicals, poisons and damage to the unit, including paint, walls, cabinets, carpets, floors, furniture, and appliances resulting from failure to exercise reasonable care.
**STEP-BY-STEP PROCESS OF THE BEHAVIORAL, ALCOHOL AND DRUG INTERVENTION PLAN**

Discretionary responses will be applied according to displayed attitude, cooperation level and severity of violation. Failure to comply with the sanctions will result in a hold being placed on your future registration and may result in termination of your Housing Contract. Any deviations from the sanctions must have prior approval from the Associate Director of University Housing for Residence Life. Initial response by the University includes an administrative hearing with a student judicial office. Documentation regarding all sanctions will be recorded in the University of Nebraska–Lincoln Office of the Dean of Students or with the Office of Residence Life.

We expect you to read this information because you are held accountable for your behavior and the choices you make. When there are large groups of people living together, there is a need for community standards so everyone has the same opportunities and everyone is treated with respect. University Housing reserves the right to alter your room assignment or cancel your contract if, in the University’s opinion, you are unable to adjust to the community standards necessary for a group living environment.

<table>
<thead>
<tr>
<th>VIOLATION</th>
<th>CONSEQUENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. First Offense - Alcohol</strong></td>
<td>Minimum Response: • Motivational interviewing session with Residence Director (RD) or Resident Manager (RM); • Warning; • Discretionary sanctions* for 24 hours; • Educational Requirement: Mandatory participation in Alcohol Awareness Program (AAP) and follow through on recommendations.</td>
</tr>
<tr>
<td>• Possession or in the presence of alcohol</td>
<td><strong>Discretionary Response</strong> • Additional discretionary sanctions* for 25-50 hours; • An attempt at parental notification will occur if the student is taken to detox or the hospital for acute alcohol poisoning (to solicit their assistance as appropriate); • Residence hall relocation.</td>
</tr>
<tr>
<td>• Noise violation associated with alcohol</td>
<td>Additional Consequence • University Police (UNLPD) notified; appropriate legal charges may be filed by UNLPD, e.g., Minor in Possession (MIP), procuring for a minor, Minor in Consumption (MIPC).**</td>
</tr>
<tr>
<td>• Disruption to the community due to alcohol possession or use.</td>
<td></td>
</tr>
</tbody>
</table>

| **B. First Offense - Marijuana** | Minimum Response: • Motivational interviewing session with Residence Director (RD) or Resident Manager (RM); • Probation (for one calendar year); • Discretionary sanctions* for 24 hours; • An attempt at parental notification will occur; • Educational Requirement: Mandatory participation in Marijuana Education Counseling (MEC) and follow through on recommendations. |
| • Possession or in the presence of marijuana | **Discretionary Response** • Additional discretionary sanctions* for 25-50 hours; • Residence hall relocation. |
| • Possession or in the presence of drug paraphernalia | Additional Consequence • University Police (UNLPD) notified; appropriate legal charges may be filed by UNLPD, e.g., possession of a controlled substance**. |
| • Disruption to the community due to drug possession or use. | |

| **C. Second Offense - Marijuana** | Minimum Response: • Residence hall suspension or residence hall expulsion (regular cancellation fees will apply); • Attempt at parental notification will occur. |
| • Possession or in the presence of marijuana | **Additional Consequence** • University Police (UNLPD) notified; appropriate legal charges may be filed by UNLPD, e.g., possession of a controlled substance**. |
| • Possession or in the presence of drug paraphernalia | |
| • Disruption to the community due to drug possession or use. | |

| **D. Any Subsequent Violation of Offense Listed Under “A” OR E. Any of the following behaviors demonstrated while under the influence:** | Minimum Response: • Educational Requirement: Mandatory participation in Brief Alcohol Skills Intervention for College Students (BASICS) and follow through on recommendations, if not assessed on first offense; • Probation (for one calendar year); • Discretionary sanctions* for 30-60 hours. |
| 1. Harassment | **Discretionary Response** • Attempt at parental notification (to solicit their assistance as appropriate); • Residence hall relocation; • Substance Abuse Evaluation and follow through on recommendations; • Residence hall suspension or residence hall expulsion (regular cancellation fees will apply) |
| 2. Vandalism | Additional Consequence • University Police (UNLPD) notified; appropriate legal charges may be filed by UNLPD, e.g., Minor in Possession (MIP), Minor in Consumption (MIPC) procuring for a minor, possession of a controlled substance**. |
| 3. Drunken and disorderly conduct | |
| 4. Obstructing a university official | |
| 5. Violence (behavior determined to be less severe than behaviors identified in section F) | |

| **F. Dangerous Behavior Not Tolerated In Approved Housing** | Minimum Response: • Educational Requirement: Mandatory participation in Brief Alcohol Skills Intervention for College Students (BASICS) and Drug Education, and follow through on recommendations, if not assessed for prior violation(s); • Probation (for one calendar year); • Referral to Office of the Dean of Students; • Attempt at parental notification (to solicit their assistance as appropriate) |
| • First offense possession or in the presence of illicit drug(s) other than marijuana | **Discretionary Response** • Substance abuse evaluation and follow through on recommendations; • Residence hall suspension or residence hall expulsion (regular cancellation fees will apply); • Residence hall relocation. |
| • Acute alcohol intoxication | Additional Consequence • University Police (UNLPD) notified; appropriate legal charges may be filed by UNLPD, e.g., Minor in Possession (MIP), procuring for a minor, possession of a controlled substance**; • Discretionary sanctions* for 40-100 hours. |
| • Dangerous conduct to self | |
| • Repeated episodes of intoxication | |
| • Drug dealing, distribution, and sale of illicit drugs | |
| • Threatening physical harm to the life and safety of another e.g., sexual assault, battery, intention to commit assault with a weapon | |
| • Tampering with fire safety equipment | |

*The determination of Discretionary Sanctions will consider the severity and type of violation as well as the academic and co-curricular goals of the student. Such sanctions typically include, but are not limited to: service to the campus or Lincoln community; apology to residents and custodians affected; reflection essay on decision-making; collaboration with hall staff to create and implement a social/educational program; or participation in specific campus events.

**Controlled substances include the use of prescription drugs without the appropriate prescription.

Questions? If you have questions concerning any of your rights or responsibilities as a residence hall student or the conduct of other residents, we strongly encourage you to contact your Resident Assistant or Residence Director/Residence Manager.
### Payment Terms and Conditions

Housing bills are applied to the student’s UNL Centralized Student Bill. Early check-in charges which are due in October are not listed below. Refer to page 7 for detailed information regarding these charges.

### Academic Year Contract (August 18, 2016-May 6, 2017)

<table>
<thead>
<tr>
<th></th>
<th>Contract Amount</th>
<th>Due September</th>
<th>Balance</th>
<th>Less Adv. Payment</th>
<th>Due February</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 bedroom</td>
<td>$7,864.00</td>
<td>$4,017.25</td>
<td>$3,846.75</td>
<td>($400.00)</td>
<td>$3,446.75</td>
</tr>
<tr>
<td>4 bedroom</td>
<td>$7,148.00</td>
<td>$3,652.03</td>
<td>$3,495.97</td>
<td>($400.00)</td>
<td>$3,095.97</td>
</tr>
</tbody>
</table>

### Advanced Payment

A non-refundable advance payment of $400 is due with your contract submission for Courtyards/Village. The advance payment will be applied to the last billing cycle of the contract. Advance payments are due and payable to the Division of University Housing.

- For contracts signed before May 1, you may elect to pay the entire $400 non-refundable advance payment OR you may submit a non-refundable $200 installment with your contract with the remaining non-refundable $200 advance payment due by May 1. Failure to pay the second installment does not cancel your contract. If you decide to cancel, you must notify University Housing by completing the cancellation link within your contract on My Red. Cancellation fees will apply.
- For contracts signed May 1 or after, the full $400 non-refundable advance payment is due at the time the contract is signed.

### UNL Student Centralized Billing

The University of Nebraska-Lincoln has a centralized billing system. You can access your bill via the MyRed web page. Any charges incurred for tuition and fees, University Housing, NCard purchases, service charges from the University Health Center, Campus Recreation, University Libraries, Lewis Training Table, and Parking Services will appear on one statement. **After your advance payment has been sent to University Housing, your remaining payments will be made to the Bursar’s Office.**

Do not send cash through the mail. For further information on receipt of your payments (excluding advance payment), please contact the Bursar’s Office at (402) 472-1734.

Payments made for University Housing are transferable to other charges on the centralized bill which will have a summary page detailing the specific charges and telephone numbers to call if you have any questions about those charges. Unpaid bills are subject to late fees.

The Office of Scholarships and Financial Aid will credit all awards to your UNL Student Account to be applied against your tuition, fees, housing, and other institutional charges you have incurred. **For further information on disbursement of refunds, contact the Office of Student Accounts, 124 Canfield Administration Building, PO Box 880413, Lincoln NE 68588-0413, or contact Student Accounts at (402) 472-2887.**

### Husker Deferred Payment Plan

The Husker Deferred Payment Plan (HDPP) offers students and parents an alternative payment option to ease the burden of having to make one large payment each semester. Students can either pay the full amount of their semester bill on the semester’s first payment due date, or pay it in two or three monthly installments. The plan is available for the First and Second semesters to all enrolled UNL students and covers tuition, mandatory fees, and contracted Housing charges. Go to [http://studentaccounts.unl.edu/](http://studentaccounts.unl.edu/) for more information.

### Optional Meal Plan Contract

**Billing Plan (Two Installments)**

<table>
<thead>
<tr>
<th>Meal Plan</th>
<th>Contract Amount</th>
<th>Due September</th>
<th>Due February</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-day Meal (Mon.-Fri.)</td>
<td>$4,000.00</td>
<td>$2,036.36</td>
<td>$1,963.64</td>
</tr>
<tr>
<td>7-day Meal (includes weekends)</td>
<td>$4,085.00</td>
<td>$2,079.64</td>
<td>$2,005.36</td>
</tr>
</tbody>
</table>
### MEAL PLAN CANCELLATION SCHEDULE

**FIRST SEMESTER**  
Prior to September 1, 2016 ................................................................. $30  
September 1, 2016-December 17, 2016 .............................................. 40% of remaining balance of the contract*  

**SECOND SEMESTER**  
If you currently have a meal contract, prior to December 15, 2016.............. $30  
December 15, 2016-May 6, 2017 ......................................................... 40% of remaining balance of the contract*  

**NEW MEAL CONTRACTS FOR SECOND SEMESTER**  
Prior to January 15, 2017 ..................................................................... $30  
January 15-May 6, 2017 ................................................................. 40% of remaining balance of the contract*  

*If the 40% cancellation fee is less than $500, the minimum cancellation fee of $500 will be charged to your account.

If contract cancellation occurs during the last two weeks of the semester, there will be no credit issued for the remaining days left in the semester.

### APARTMENT-STYLE MEAL PLAN INFORMATION

The Courtyards/Village Academic and summer contracts include two free meals per week. These meals may be used at any time Monday through Friday when the dining halls are open. The two meals may NOT be used at the Lewis Training Table and will not be available during university shutdowns (e.g. semester break, spring break, Thanksgiving break, etc.) For additional information on using student NCards in Dining Services, refer to this website: [http://go.unl.edu/diningFAQ](http://go.unl.edu/diningFAQ)

### OPTIONAL MEAL PLANS

During the academic year, a resident of The Courtyards/Village may choose to purchase a meal plan (in addition to their two free meals per week) at a 5% discount. Residents can choose one of the following two meal plans:

- **7-day unlimited plan (Monday-Sunday)**
- **5-day unlimited plan (Monday-Friday)**

These plans offer unlimited visits to any of the residence hall dining services on campus and at the East Campus Union. These plans include meals only during the academic year beginning August 22, 2016, through May 5, 2017, when the residence hall dining services are open. University Dining Services will not be open during the traditional residence hall vacation periods at Thanksgiving, semester break, and spring break.

Students choosing a sack meal or lunch at Lewis Training Table, East Campus Deli, Knoll Grab ‘n Go, Husker Hoagies, Husker Heroes or Huskers on the Go will not be able to enter a dining center during the same meal period. For additional procedures refer to [http://go.unl.edu/diningFAQ](http://go.unl.edu/diningFAQ).

View the Dining FAQ’s on the housing website [http://go.unl.edu/diningFAQ](http://go.unl.edu/diningFAQ) for answers to questions such as missing a meal due to work or class; dietary needs; the reasons for a block on accessing the dining hall; guest meals, feeling sick and can’t make it to the dining center and much more.

Missed meals policy: both the 5-day plan and the 7-day plan permit great flexibility in dining times and locations and presuppose occasional absenteeism, so no refunds will be granted for missed meals. In the case of prolonged illness, a credit (applied against future payments) may be given for days in excess of the first fourteen days of illness. All requests for meal refunds due to prolonged illness must be applied for within two weeks of the end of the illness, be in writing along with a letter from a doctor, and sent to the Assistant Director of Housing for Contracts and Student Services. In such cases, all meal plan costs, except that portion of the board charge determined by University Housing associated with bond debt service, will be credited to your account.

The meal plan may not be used by anyone other than the resident to whom it is contracted.

### MEAL INGREDIENTS

UNL takes pride in meeting vegetarian, vegan, allergy-sensitive and other dietary needs. If you have a special dietary need, please contact the Assistant Director of University Dining Services.

We make every effort to label the menu items being served and identify the ingredients. At times, however, the ingredients of menu items will not be posted, and the possibility also exists that the ingredients and/or nutritional content may vary from what is posted. Manufacturers may change the formulation of the food without our knowledge and accurate nutritional information for certain product(s) may not be available. Any customers concerned about food ingredients should be aware of these risks and proactive about their food choices. It is ultimately the responsibility of the customer to decide whether to eat certain foods. The University will not assume any liability for adverse reactions to foods consumed or to items one may come into contact with while eating at a University establishment. For questions regarding the ingredients of the menu items or any other questions about food contents, please consult a member of the dining center’s management team at any time. If you believe you may have disability-related food allergies or other dietary needs related to a disability, contact Veva Cheney, Director of Services for Students with Disabilities, at (402) 472-3787.

### LATE NIGHT DINING

Anyone with a 5- or 7-day unlimited meal plan will have the option to add Late Night Dining. Late Night Dining will be open Sunday through Thursday evenings from 9 p.m. to midnight at Husker Hoagies located in Abel/Sandoz. The menu will include limited offerings; visit [http://go.unl.edu/indining](http://go.unl.edu/indining) for more information. The charge to add Late Night Dining is $200 for the academic year. This feature may be added at any time during the first semester for the full $200 or added anytime during the second semester for $100. There will be no refunds for this option upon contract cancellation or meal plan cancellation.

### GUEST MEAL ALLOWANCE

Anyone with a 5- or 7-day unlimited meal plan may bring a guest free of charge up to three times each semester to any one of the five Dining Centers. The guest allowance is good for all meals except the Holiday meal in December. The guest meal allowance is not applicable at any Grab ‘n Go location or Late Night Dining venues. This guest allowance is designed to include family, friends, faculty or other guests in your living and learning experience with UNL Housing.
CALENDARS AND IMPORTANT DATES

May 1  Contract cancellation fee increases to $1500.

May 1  Full non-refundable advance payment due ($400) – Not paying the remaining advance payment balance will NOT result in your contract being cancelled.

August 16  Contract cancellation fee increases to 40% of the remaining contract price.

Sep. 1  Meal plan contract cancellation fee increases to 40% of the remaining contract price.

Nov. 15  Not returning for spring notifications due. Any notifications received after this date may be subject to a $100 processing fee.

Dec. 16  Spring meal plan portion (for academic meal plan contracts) contract cancellation fee increases to 40% of the remaining contract price.

Jan. 6  Spring entrants only – Room contract cancellation fee increases to 40% of the remaining contract price.

Jan. 15  Spring entrants only – Meal plan contract cancellation fee increases to 40% of the remaining contract price.

HALL CALENDAR

Hall Opens  Thur., Aug. 18  8 a.m.
Fall semester classes begin  Mon., Aug. 22
Deadline to move out of the halls if not returning for spring.  Sat., Dec. 17  10 a.m.
Move in for spring semester (new entrants)  Fri., Jan. 6  8 a.m.
Spring semester classes begin  Mon., Jan. 9
Halls close  Sat., May 6  10 a.m.

MEAL SERVICE CALENDAR

Meal service hours vary by location, please check serving hours posted in the dining halls and on the Housing website: go.unl.edu/dining-hours

First meal, fall semester  Mon., Aug. 22  Breakfast
Last meal before Thanksgiving  Tue., Nov. 22  Lunch
First meal after Thanksgiving  Mon., Nov. 28  Breakfast
Last meal, fall semester  Fri., Dec. 16  Lunch
First meal, spring semester  Mon., Jan. 9  Breakfast
Last meal before spring break  Fri., Mar. 17  Lunch
First meal after spring break  Mon., Mar. 27  Breakfast
Last meal, spring semester  Fri., May 5  Lunch

UNIVERSITY HOUSING

UNIVERSITY HOUSING, 1115 N 16th Street, P.O. Box 880622, Lincoln, NE 68588-0622

800.742.8800  I  402.472.3561  I  TDD 402.472.1497
Fax: 402.817.4952  I  housing.unl.edu  I  e-mail: housing@unl.edu

Director of Housing: Sue Gildersleeve  I  For questions, please email housing@unl.edu

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