LIVE SMART. LIVE CLOSER. LIVE CONNECTED.

HUSKERS LIVE ON

2021-2022

CONTRACT POLICIES BOOKLET
within 48 business hours, the email has not been received by our office. University Housing responds to all emails. If you do not receive a response, contact Family Housing at (402) 472-3753 or (800) 742-8800, ext. 3753. Family living is not allowed in the residence halls.

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### University Housing

530 N. 17th Street  
PO Box 880622  
Lincoln, NE 68588-0622  
email: housing@unl.edu  
phone: (402) 472-3561  
(800) 742-8800  
fax: (402) 817-4952  
web: housing.unl.edu

### Family Housing

Students who are married and/or have custody of children, contact Family Housing at (402) 472-3753 or (800) 742-8800, ext. 3753. Family living is not allowed in the residence halls.

### Residency Compliance

Questions about the on-campus residence requirement?  
phone: (402) 472-3561 | (800) 742-8800  
fax: (402) 817-4973  
email: housing.contracts@unl.edu  
web: housing.unl.edu/residency-requirements

### Learning Communities and Honors Program

Learning Communities:  
(800) 742-8800, ext 7128 or (402) 472-7128,  
learningcommunities@unl.edu, or learncom.unl.edu  
Honors Program: (402) 472-5425

See the university housing viewbook and community living guide for details about room layouts and furnishings.
**Contract Term Length**

Fall contract begins – August 16, 2021
Fall housing term ends* – January 1, 2022
Spring Only contract begins – January 5, 2022
Academic year contract ends – May 7, 2022

*Students cancelling the contract at the end of fall must give a 30 day notice and be out of the hall by the Saturday after fall finals in order for housing staff to get rooms ready for spring.

The Residence Hall Contract covers the entire academic year (fall and spring semesters) or that portion thereof which remains when a student contracts to enter the residence halls after the fall opening date of August 16, 2021 and ends May 7, 2022. This contract is legally binding for the entire academic year, and it can only be cancelled as stipulated under the Contract Cancellation Schedule. Summer contracts are available in mid March. If the academic year calendar changes, halls will open seven (7) days prior to the first day of classes (in fall).

**Eligibility**

To be eligible to live in the residence halls, a student must be enrolled for at least six semester credit hours of on-campus classes (not to include extension or correspondence courses). 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.

Email housing@unl.edu for more information on the non-student waiver application process.

All students with a signed contract must adhere to the 30-day cancellation notice of the contract terms.

No students 16 years of age or younger are allowed to reside in the residence halls without prior approval by the Housing Director.

The online Residence Hall Contract is adopted and incorporated as if fully set forth herein.

**First-Come, First Serve Policy**

While there are no deadlines for submitting a housing contract, all completed contracts will be processed on a first-come, first-served basis. Once a contract is signed, it is a legally binding document and is subject to the cancellation policy. It is in the student’s best interest to be absolutely certain that they will live in a university residence hall before completing a housing contract. If, for example, a student decides to live in a fraternity or sorority residence hall before completing a housing contract or if anticipated financial aid is not granted, etc., cancellation policy will still apply.

**Communications**

University Housing has established email as an official and primary means of communication with all of its residents.

However, students may also be contacted by telephone, text or campus mail.

Once students receive their official Huskers email address, University Housing will communicate with the student using the official Huskers email address. Students are responsible for reading all information sent to them via this email account. Electronic communication 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 communication blocked due to spam filters or restrictions imposed by the recipient’s email service.

**If You Are Under The Age 18 When You Complete Your Contract**

A parent or guardian must co-sign as a guarantor if you are under age 18 at the time you sign your contract. By affixing their signature as a co-signer 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.

**Students with Disabilities**

University Housing is committed to providing accommodation to students with disabilities in the residence halls. 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). Students who require reasonable accommodation must have an accommodation plan issued by the Services for Students with Disabilities Office.

**Gender-Inclusive Housing**

Gender inclusive housing is available. Read more about options at: go.unl.edu/gender-inclusive-housing.

**For Students Not Planning to Live on Campus**

On-Campus Residency Requirement: The University of Nebraska-Lincoln requires all unmarried students 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.

If you are planning to live in any location other than the University Residence Halls you must file a request for exemption from the On-Campus Residency Requirement with the University Housing Contracts Office.

- The online process to request exemption from the residency policy can be found by logging into MyRed, clicking the blue “Housing” button and selecting “Residency Exemption” in the navigation bar.
- The online Residency Exemption request process
must be fully completed, signed by the student and their parent/legal guardian, and the appropriate documentation received for approval by August 1, 2021 for fall semester entrants and January 1, 2022 for spring entrants.

- Students who plan to live in a university-approved fraternity or sorority should contact the Office of Fraternity and Sorority Life to make arrangements (unl.edu/greek/).
- Approval is not guaranteed. Students who do not comply will have their University records (including financial and academic records for registration and transfer) placed on hold or face other judicial sanctions. Please allow four weeks for a final response. Additional detailed information can be found at housing.unl.edu/residency-requirements.

Questions may also be directed to the University Housing Contracts Office at 402-472-3561 or 800-742-8800 or via email: housing.contracts@unl.edu.
Fax: 402-817-4952
Website: housing.unl.edu/residency-requirements

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

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 University Housing website for changes and updates (housing.unl.edu)

Force Majeure
In the event that any of the housing provided pursuant to this contract becomes unavailable or it is no longer advisable for residents to remain in University Housing for any reason including fire; floods; embargoes; war; health epidemics or pandemics; quarantine; acts of war; riots; civil commotions; strikes, lockouts or other labor disturbances; acts of God; or acts, omissions or delays in acting by any governmental authority (including, without limitation declarations of emergency by the federal or state governments or by the university), then the university shall have the right to in its discretion (i) terminate this contract; (ii) encourage some or all residents to leave University Housing for some or all of the days remaining under this contract; (iii) relocate some or all residents to replacement housing; and/or (iv) take any other measure the university deems reasonable. In all such instances, the university may in its discretion issue any credit or refund the university deems appropriate under the circumstances and the university shall not be liable to the resident for any damages resulting from action(s) provided the university’s action(s) were not arbitrary and capricious.

Husker Hall Recovery Community
The University of Nebraska-Lincoln offers a supportive community and resources to students who want to separate from alcohol and/or drug use. The college social environment can present additional challenges to students in recovery or seeking recovery from addiction. Nebraska’s new Collegiate Recovery Community (CRC) will support a student’s decision to remain sober by connecting students with a community of like-minded peers. The CRC offers peer and staff support, resiliency programming, social events and special housing for students in recovery in Husker Hall.

Please check out resilience.unl.edu recovery to learn more.

TRADITIONAL HALLS

Traditional-style halls are home to new first-year and upperclass students in double bedrooms and a limited amount of super double and single bedrooms. These facilities feature special study rooms and areas, TV lounges, laundry facilities, and game rooms.

The Traditional Residence Hall Contract Includes:
- Room (including utilities/furnishings)
- Laundry facilities provided at no charge
- High-speed Ethernet (wired) and wireless Internet access
- Membership in the Residence Hall Association (RHA)
- Refrigerator (see Residence Hall Facilities information)
- Utilities, including heat/AC, water, electricity, garbage
- First-year and upperclass students have several meal plan options (see Meal Plan Options information)

Single Style Bedroom Eligibility in Traditional-Style Halls*
To qualify for a single bedroom, a student must:
- Have previously lived in a UNL residence hall, or
- Be a newly admitted transfer student, or
- Be a non-traditional student
- Have a housing accommodation plan provided by the Services for Students with Disabilities Office.

*University Housing reserves the right to grant exceptions based on occupancy, among other reasons.
APARTMENT-STYLE HALLS

Apartment-style halls are another option for residence hall living at the University of Nebraska–Lincoln. These facilities are home to graduate, non-traditional and upperclass students in a combination of four-person, single-bedroom units (individual bedroom) and two-person, single-bedroom units (individual bedroom).

Apartment-style halls feature numerous TV/social and study lounges, and a laundry room on each floor. All halls have game rooms.

Eligibility to Live in Apartment-Style Halls

The Courtyards/Village/Massengale Residential Center 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

Your Apartment-Style Residence Hall Contract Includes:
• A private bedroom in a fully-furnished two-bedroom, four-bedroom or studio apartment-style living unit.
• Utilities, including Heat/AC, water, electricity, garbage.
• Fully furnished units include: Kitchen, living room, bedroom, bathroom(s). See “Amenities” in the View Book for more details.
• High-speed Ethernet and wireless Internet access.
• Cleaning/maintenance of the bathrooms by University Housing staff within each unit regularly.
• Membership in the Residence Hall Association (RHA).
• Laundry facilities provided at no charge.

APARTMENT-STYLE MEAL PLAN INFORMATION

A resident of The Courtyards/Village/Massengale Residential Center apartments may choose to purchase a meal plan. Meal plans are not required with apartment-style contracts. For more information on meal plan options, refer to the section on meal plans.
LEARNING COMMUNITIES

May 1 Deadline Date to be Eligible for Learning Communities (LC)

Learning Communities at Nebraska are an excellent way for students to build strong connections between peers, their academic interests, and their residence hall experience. There are Learning Community opportunities available to both first-year and upperclass students.

Learning Communities are located in many different residence halls across campus. See learncom.unl.edu for details and locations for specific Learning Communities.

Students admitted to Learning Communities are required to live in the designated hall/floor for their Learning Community.

Learning Community students are billed a one-time $95 fee, posted in student’s MyRED account on the September bill.

Learning Community Student Requirements
• Live in the hall where their LC resides*
• Have a roommate from the same LC*
• Enroll in required LC course(s), unless given an exemption
• Attend and engage in LC programs
*Other programs, scholarships, etc. may conflict with your LC. These conflicts may affect your room and roommate assignment. Contact Learning Communities for more information.

Learning Community Membership
• Shared living experience with other LC members
• An upperclass mentor(s)
• Faculty and staff connections
• Co-curricular programming to enhance academic and social connections

Learning Community Admittance
Learning Community applicants are admitted on a first-come, first-served basis and will not be considered for a Learning Community until the contract is signed. While the deadline to sign up for a Learning Community is May 1, many programs will fill up prior to then. If a student’s preferred Learning Community is full, they will be considered for their second preference, followed by their third preference. If a student is unable to get into any of their preferences, they will be placed on a waitlist for their chosen Learning Community. More information can be found at learncom.unl.edu.

ESTHER L. KAUFFMAN ACADEMIC RESIDENTIAL CENTER

Kauffman Residential Center is home to the University of Nebraska’s Jeffrey S. Raikes School of Computer Science and Management. The Kauffman Center was designed to foster a sense of community among program participants, with emphasis on space that provides opportunities to network with participating executives, government policymakers and researchers.

All suites are fully carpeted, and window coverings are also provided. Other basics included in your room are a single “loftable” bed, mattress (extra long twin), mattress pad, desk, chair, 3-drawer dresser and a wastebasket. Single bedroom suites and double bedroom suites include a TV/DVD stand (identified as a “tall unit” in the drawings). Single bedroom suites with living room suites have a TV stand in the living area. Suites are equipped with a MicroFridge (microwave plus 6.5 cubic foot refrigerator in one unit). In addition to conventional wired internet service in each student room, wireless internet services are also available. Students will need to register for wireless service once they arrive on campus. The Center also includes a 24-hour study area, TV game room, and laundry facilities.

Your Kauffman contract includes:
• Room (including utilities/furnishings)
• A meal plan
• Ethernet (wired) and wireless Internet access
• Membership in the Residence Hall Association (RHA)

Housing Assignment
In June, freshmen will have the opportunity to meet other Kauffman candidates. Staff with the Raikes Program will pair students with a roommate. Room assignment notification will be available approximately at the end of July.

Current Kauffman residents will follow the same signup process as all other University Housing residents except for the online room selection timeline. This process will begin in March or April. For students that do not sign contracts by April 30, it will be assumed that they are no longer planning on returning to the Kauffman Center or the Raikes School. Details on the sign up process can be found at housing.unl.edu/continuing-sign-up.
University Housing reserves the right to:
- assignment to a different room and/or residence hall
- cancellation of the housing contract
- referral to the Office of Student Conduct and Community Standards.

Cancellation of your contract by University Housing does not relieve you of any fees and/or charges owed under this contract. All requested preferences made on the residence hall contract, including requests for single rooms and learning communities, are subject to availability and University Housing Contract Policies and Procedures.

Room/units will be single gender (based on gender identity). Learn more about the gender inclusive housing: go.unl.edu/gender

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:
- Assign students to a hall open for break housing, or any hall (East or City Campus), even if not requested by the student.
- Move a student to another hall/room or cancel a student’s contract if the student does not adhere to University Housing policies.
- Alter room/unit 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”).
- Students will pay the additional cost of the assigned hall, if applicable. Students may request to be moved by contacting the University Housing Contracts office before the halls open. After halls open, contact the residence director. No rate adjustment will be made for those who have contracted for space as of a certain date and enter the residence hall at a later date.

University Housing Further Reserves the Right:
- To convert single rooms to double room assignments in the reverse order of receipt of contracts by University Housing.
- To house three students in large end rooms not designated or furnished for permanent triple occupancy and assign to converted lounges. University Housing will require the student designated as the temporary assignee to move as permanent space becomes available. Any student designated as the temporary assignee will be eligible for a reduction in their daily rate equal to the daily bond debt service charged. Students who are involuntarily residing in such temporary spaces after 5 p.m. on September 15, 2020, will be eligible for the reduction from that point on until offered a permanent space. Any expense incurred by the student moving from a temporary space to a permanent space will be borne by the student.

Contracts effective after August 16, 2021 (fall semester) and January 5, 2022 (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.

Smoke-Free Campus Policy
The University of Nebraska-Lincoln is smoke-free, tobacco-free and vapor-free. For more information, go to go.unl.edu/quit.

Tobacco-Free Policy
All residence halls are tobacco-free. You will be asked to indicate on your contract form whether you are willing to share a room/unit with someone who smokes. If you or your requested roommate(s) are smokers, indicate your willingness to share a room/unit with a smoker. Understand that while smoking is not permitted in the halls, 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.

Temporary Rooms
In some cases it becomes necessary to assign students to temporary rooms, for example, a converted lounge or large end room. As soon as space becomes available, students are moved to a double room. The temporary spaces may not be equipped with all of the furnishings of a regular room. If you are going to be assigned to a temporary arrangement, we will notify you before you arrive on campus.

Moving Between Rooms or Suites/Units:
Before hall opening, residents can request a room/bedroom or suite/unit switch by having all students involved email the University Housing office (housing@unl.edu) with their requests.

After hall opening, residents can request a room/bedroom or suite/unit switch by coordinating the move in advance with the residence director. If such moves occur without the proper authorization from the residence director, a $50 administration fee will be charged to each student involved.
**Single Rooms (Traditional Halls Only)**

Single room contracts will be honored for upperclass students when space is available.

After the priority date, University Housing will attempt to assign residence hall living accommodations to all students based upon the student’s residence hall request, although University Housing cannot always do so. Super double rooms cannot be converted to single rooms.

Note: Some scholarships cover only a double room. They may not cover the additional cost of a single room or super double.

**Consolidation Assignment Policy**

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 unit or bedroom that is not completely occupied, which occurs when a roommate does not arrive, roommate cancels 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). 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 University Housing will assign a student to the vacant spot in the room/unit per the consolidation assignment policy. Continue to check your University Housing portal for updates to roommates.

**After 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 has a space in their room/unit.
- Allowing University Housing to place a new roommate if one is available. A current resident occupying a double bedroom 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.
- University Housing moving you to a new room/unit. Students in traditional residence halls may also have the option to change their contract to a 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.

- 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.
- University 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 the contract converted to a single room contract.

For University Housing staff to prepare halls and processes, there is a freeze on all room/hall changes (meaning students will be unable to change rooms) during the following time periods:

- August 2021
- January 2022

Students can still put in a request with their residence director and be added to a waitlist.

**Contract (Room/Hall) Changes**

To make a room change during the online room selection period (must have signed the contract by the priority date), students can use the Room Swap tool within their housing contract on the Housing Portal.

To submit a room change request after the closure of the online room selection process, email housing.contracts@unl.edu. All change requests must be received by August 1. While the assignment team makes every attempt to honor all requests, there is no guarantee that the request can be accommodated.

If you wish to change your room type (Double/Single/ Super Double) or hall after move-in, you must get permission to do so from the residence director of your hall and the residence director of the hall to which you wish to move if changing halls. Charges will be reflected on the consolidated bill. Your UNL account must be up-to-date before converting to a single room. If you change from a single-room contract to a double-room contract, you will be required to have a roommate at the time of the change.

If your roommate moves out or you wish to change rooms, the residence director is the person to see.

Room changes may occur at any time during the academic year except during room freeze periods. 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.

**Recontracting for 2022-2023**

The recontracting process for 2022-2023 is expected to begin Fall 2021. There will be changes to the recontracting/sign-up process; please thoroughly read all information that is published.
Early Move-In
Checking into the hall before the official opening day, Monday, August 16 at 8 a.m., is highly discouraged. If your University responsibilities necessitate arriving early to campus, complete a request to move in early via the University Housing portal at least two weeks prior to your requested move in date.

Permission may be granted according to the hall and room assignment and move-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 $40 per day. The same fee will be applied for storage and/or occupancy. These charges will be posted to your centralized bill. Each meal eaten prior to fall plans beginning will cost $8 and be charged to your centralized bill.

Late Move-In
If you are arriving later than the first day of classes you must inform University Housing. If you do not contact the University Housing Office, your housing contract will be cancelled as a no-show, your room will be assigned to someone else and adjusted housing charges will be uploaded to your centralized bill. See “No-Show” section.

Abandoned Property (Facility/Res Life)
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 University 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.

Personal Property Remaining in the Room (Facility/Res Life)
Any personal property remaining in the room after the resident vacates the premises shall be considered abandoned. University Housing will bill the resident an improper checkout fee and any costs associated with removal and disposal of belongings left behind.

CONTRACT CANCELLATION POLICIES

The residence hall contract will allow cancellations when given a 30-day notice. Once the student has completed the online cancellation process, they will be charged for 30 days after the completion date of the online cancellation or the date they have turned in their room/mailbox keys (whichever is later). If contract cancellation occurs during the last 30 days of the semester, there will be no credit issued or charges adjusted.

The $100 nonrefundable contract processing fee will not be returned when you cancel. If the $100 contract processing fee was deferred to your student bill, you will still be responsible to pay for this charge.

Students who are required to abide by the On-Campus Residency Requirement should complete the online Residency Exemption process before the 30 day notice ends to avoid registration holds, $100 fee and possible referral to the Office of Student Code of Conduct and Community Standards. For information on the On-Campus Residency Requirement and the residency exemption request process visit https://housing.unl.edu/residency-requirements.

Cancelling your contract because your roommate has cancelled or moved out of your room will not exempt you from the 30-day cancellation notice policy.

A student who cancels the spring portion of their Academic Year contract must vacate the room no later than the last day of finals week of the fall semester.

Students who are required to abide by the On-Campus Residency Requirement must submit a cancellation notice and return keys by the sixth day of the semester to be eligible for a refund of their Learning Community fee.

Application/Notification of Contract Cancellation Process

To cancel your future term housing contract:
1. Log into MyRed.
2. Under “Important Links,” click the blue “Housing” button.
3. Click “Apply for Housing” in the red navigation bar.
4. Click “Continue” next to the future contract you are wanting to cancel.
5. On the “Housing Application Info” page, select “Yes, I would like to cancel my contract.” on the Request to Cancel field.
6. Follow all necessary prompts until you reach the “Contract Cancellation Complete” page.
7. Students will receive an email notification within 48 business hours once the cancellation has been processed.
University Housing cannot take cancellations over the phone. You must contact the University Housing Office directly to cancel your contract.

- Notifying Admissions or your advisor will NOT cancel your housing contract. It is not possible for another UNL department to cancel your 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 complete the online cancellation notice through the Housing portal.

Cancelling Before Hall Opening

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

Anyone wishing to cancel their contract before they have picked up their key and/or check into their assigned room must complete the online cancellation notice through the housing portal. See instructions under “Application/Notification of Contract Cancellation Process section.”

Students are held liable for any room and meal plan charges accrued until the 30 days after the completion of the cancellation notice through the housing portal. Students are held liable for the cancellation policies and charges.

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 check into their assigned room must:
1. Complete the online cancellation notice through the housing portal. See instructions under “Application/Notification of Contract Cancellation Process” section.
2. Clean room and remove belongings.
3. Complete checkout paperwork at the available front desk and turn in their room/mailbox keys.

Students are held liable for 30 days of room and meal plan charges starting from the day they complete the online cancellation notice or through the day they return their room/mailbox keys, (whichever is later). Students are more than welcome to stay throughout the 30 days.

No-Shows

Any student who does not complete the online cancellation notice and who is not occupying the 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 room and meal charges according to the 30-day cancellation notice policy. The date of notice will begin the first day of classes.

No-shows are required to comply with the On-campus Residency Requirement. For information on the On-Campus Residency Requirement and the residency exemption request process visit housing.unl.edu/residency-requirements.

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.

This notification must be submitted through the online cancellation process in the Housing Portal. Cancellation policy will still be followed.

- Students cancelling at the end of the semester must arrange to move out no later than the day of graduation. This allows University Housing staff time to prepare the room/suite/unit for a new resident.

Late Closing/Check-Out Fee

Students living in halls are required to leave by 8 a.m., Saturday, December 18 (if not returning for spring) and May 7. It is important to make transportation and other arrangements accordingly. If you need an exception due to participation in graduation ceremonies or have other reasons for requesting additional time, contact your hall residence director at least 30 days prior to the UNL break or scheduled move-out time.

In cases of inclement weather, University Housing will monitor travel conditions and will, if warranted, announce extended closing times. Because unapproved late closing and checkout can adversely affect hall staff travel arrangements and cleaning schedules, students who do not clear the premises by the announced scheduled date/time will be charged an improper checkout fee of $50 for the first hour and late fees of $50 for each additional hour thereafter.

Check-Out Procedures

The following must be adhered to when checking out of a room:

- Complete online cancellation process.
- Once cancellation process is completed, the student has 30 days to complete checkout.
- Student needs to clean room and remove all belongings.
- Contact your resident assistant (or any available RA) in advance to schedule a checkout time.
- Turn in your room key and mailbox key to the front desk.
- Enter your mail forwarding address in the Housing 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 exemption process will be assessed an additional fee of $50. The student is still responsible for properly completing the release process. Student meal plans will be deactivated upon checking out.

Students not living in the residence halls for the Spring Semester must check out of the hall by Saturday, December 18 at 10 a.m.

If your circumstances necessitate a special late check-out (for halls open over break) and if it is approved by your residence director, you may be charged additional fees. Unapproved late checkouts will be charged an additional $100 processing fee.

**Reinstatements**

Cancelled contracts may be reinstated. A student who wishes to reinstate the contract will be required to submit a $100 contract processing fee with the new contract. To re-instate a contract email housing.contracts@unl.edu

**MEAL PLAN OPTIONS**

**Room and Meal Plan/Packs**

The meal plans are valid at the four city campus residence hall dining centers (Abel, Cather, Harper and Selleck), Nebraska East Union Dining, two city campus Husker Heroes (Abel and Cather), five city campus Herbie’s Markets (Knoll, Cather, Abel, Selleck, Village) and the Nebraska East Union Herbie’s Market. Dining Dollars are valid at the Nebraska Union vendors. The Lewis Training Table is not accessible to non-athlete students, faculty or staff. A student must scan their NCard to access both their residence hall and meal plan.

First-year students are required to have either the Big Red, Platinum, Diamond or Sapphire meal plan. Apartment-style residents are not required to purchase a meal plan. All other residence halls require a meal plan.

The contract includes room and the following meal plan options for first-year students:

- **Big Red Meal Plan** - Provides 18 meals per week + $100 Dining Dollars per semester
- **Platinum Meal Plan** - Provides 14 meal swipes per week + $300 Dining Dollars per semester
- **Diamond Meal Plan** - Provides 12 meal swipes per week + $500 Dining Dollars per semester
- **Sapphire Meal Plan** - Provides 10 meal swipes per week + $700 Dining Dollars per semester
- **$100 Dining Dollar reload** – Additional $100 Dining Dollars added to the All-Access, Platinum, Diamond, Gold, Silver and Bronze meal plans.

The contract includes room and the following meal plan options for continuing students:

- **Big Red Meal Plan** - Provides 18 meals per week +

$100 Dining Dollars per semester
- **Platinum Meal Plan** – Provides 14 meal swipes per week + $300 Dining Dollars per semester
- **Diamond Meal Plan** – Provides 12 meal swipes per week + $500 Dining Dollars per semester
- **Sapphire Meal Plan** – Provides 10 meal swipes per week + $700 Dining Dollars per semester
- **Gold Meal Plan** – 250 meal swipes per year (125 swipes/semester) + 1000 Dining Dollars ($500/semester)
- **Silver Meal Plan** – 150 meal swipes per year (75 swipes/semester) + 1000 Dining Dollars ($500/semester)
- **Bronze Meal Plan** – 100 meal swipes per year (50 swipes/semester) + 500 Dining Dollars ($250/semester)
- **Herbie 25 Meal Pack Add-On** – 25 meal swipes may be added to the Gold, Silver and Bronze meal plans.
- **$100 Dining Dollar reload** – Additional $100 Dining Dollars added to the All-Access, Platinum, Diamond, Gold, Silver and Bronze meal plans.

**Platinum, Gold, Diamond, Silver, and Bronze Meal Plans:**

Will be divided in half for the two semesters, with the exception of the Platinum and Diamond meal plan swipes. For example, the Gold meal plan will be divided into 175 meal swipes (meals) and $250 Dining Dollars per semester.

**Herbie 25 Meal Pack Add-on and $100 Dining Dollar Reload**

- Requests to add the Herbie 25 meal pack or $100 Dining Dollar reload to an existing meal plan may be made through the University Housing portal.
- Multiple Herbie 25 meal packs or $100 Dining Dollar reloads can be purchased.
- Cannot be added in the last two weeks of the spring semester.

**General Information:**

- Any student living on campus must have a meal plan except for apartment-style and residents.
- There is a limit of three (3) card scans per meal period, any combination of restaurants allowed.
- Meals are refreshed weekly on Sunday morning for the Big Red, Platinum, Diamond, and Sapphire plans. Meals do not carry over from week to week.
- Unused fall meal swipes and Dining Dollars for the Gold, Silver, and Bronze plans will be transferred to the spring semester of the same corresponding academic year.
- Unused fall Dining Dollars for Platinum, Diamond, and Sapphire meal plans will be transferred to the spring semester of the same corresponding academic year.
- Unused meal swipes and Dining Dollars at the end of the spring semester will not be refunded.
- Serving times and changes to the serving times will be posted on the University Housing website and at the dining centers. Dining center, Herbie’s Market and Husker Heroes hours of operation are posted on the University Housing website and the dining app. Full contractual meal service begins August 16, 2021 for fall and January 5, 2022 for spring.
- The NCard is non-transferable and may be used

UNIVERSITY HOUSING HOUSING CONTRACT 2021-2022
Guest Meal Allowance
Students may use their Dining Dollars or meal swipes to purchase meals for guests. There is a limit of three (3) swipes per meal period.

Missed Meals Policy
The meal plans allow great flexibility both in dining times and locations. They presuppose occasional absenteeism, therefore, 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.

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 the Director of Services for Students with Disabilities, at 402-472-3787.

Meal Plan Changes - Contract Changes
There will be a two-week freeze from the contract start date that will prevent students from making changes to meal plans. After the two-week freeze, students will have one week to make changes to their meal plans. After this date, students will be unable to make changes to their meal plans until the spring semester. First-year students will only be able to view and select options for which they are eligible.

Meal Plan Cancellation
Meal plans are required unless the student is residing off-campus or in an apartment-style unit in Courtyards, Village or Massengale. All first-year students are required to have a meal plan. Students whose meal plans are not required can cancel their meal plan at any time by emailing housingcontracts@unl.edu. The email should include the student name and NUID.

Meals During Breaks/Holidays
For the most up-to-date dining options and hours of operations during UNL breaks, visit dining.unl.edu.

Winter Break Meals
Meal plan swipes for students with the Big Red, Platinum, Diamond, or Sapphire meal plans will end after dinner on Dec. 17, 2021 since most students will be leaving campus at that time. Meal plan swipes will begin on January 5, 2022 when most students return for the spring semester. Students are not being charged for meals between Dec. 18, 2021 and Jan. 4, 2022. For students that are staying on campus over winter break, there will still be a dining center, Herbie’s Market, and other restaurants open on campus. To access these restaurants, you may use:
  • Remaining fall semester Dining Dollars
  • Ncard (charge to your centralized student bill)
  • Credit/debit cards
  • Purchase a Herbie 25 add on meal pack or $100 Dining Dollar add on.

Students with the Gold, Silver, or Bronze meal plans can continue to use their remaining fall semester swipes and Dining Dollars. Visit dining.unl.edu/about-us for more information on dining locations and hours of operation.

Love Memorial Co-Op Contract
The Love Memorial contract is for room only, which includes a bed, desk and dresser. A refrigerator is available in the kitchen. A total of $1,100.00 is due for the academic year for food allowance. This amount is subject to change if found to be inadequate. Room and food allowance charges will be uploaded to the UNL centralized bill.
University Housing bills are applied to the student’s UNL Centralized Student Bill.

**Contract Processing Fee**
A nonrefundable $100 contract processing fee is due with your contract submission. Contract processing fees are due and payable to the Division of University Housing.

**Payment Types**

**To Pay with Credit/Debit Card or E-Check**
1. Log in to MyRED.
2. Under “Important Links,” select “Housing.”
3. Click “Apply for Housing” in the red bar across the top of the page.
4. Select the term “2021-22 Academic Year Contract” and click “Save and Continue”.
5. Pay the nonrefundable $100 contract processing fee.

**To Pay with Cash:**
- Do not mail cash.
- You may bring the exact amount to the University Housing office during business hours.
- Do not include any money for future Housing room and meal plan payments.

**To Pay with Personal Check:**
- Make checks payable to “University of Nebraska-Lincoln Housing.” Do not include payment for other UNL departments.
- Include student name and eight digit NU ID number on the check.
- Pay the exact amount of your contract processing fee. Do not include any money for future Housing room and meal plan payments.
- Mail the check to: University Housing, University of Nebraska-Lincoln, PO Box 880622, Lincoln, NE 68588-0622.

**Centralized Billing**
The University of Nebraska-Lincoln has a centralized billing system. University Housing fees and any other incidental University Housing charges will be billed to you through this 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/bill through the University’s MyRed portal and make payments, as directed, to the Bursar’s office. Any charges incurred for tuition and fees, University Housing, telephone charges, 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 contract processing fee 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 the contract processing fee), contact the Husker Hub (402) 472-2030.
First-year students are required to choose any meal plan from: Big Red, Platinum, Diamond, or Sapphire meal plan. Apartment-style residents are not required to purchase a meal plan. All other residence halls require a meal plan. Rates are subject to change if the academic year dates change.

### TRADITIONAL HALLS
*(ABEL, SANDOZ, HARPER, SCHRAMM, SMITH, SELLECK, MASSENGALE)*

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### LOVE (PLUS $550/SEMESTER FOOD ALLOWANCE)

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### MEAL PLANS

Dining Services meal plans are designed to allow for greater flexibility for upperclass students. Freshmen can choose from a Big Red, Platinum, Diamond, or Sapphire meal plan. Learn more about meal plan options: dining.unl.edu/meal-plans.

<table>
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<tr>
<th>Plan</th>
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<td>Silver 150/1000</td>
<td>$1,262.50</td>
<td>$1,262.50</td>
<td>$2,525.00</td>
</tr>
<tr>
<td>Bronze 100/500</td>
<td>$762.50</td>
<td>$762.50</td>
<td>$1,525.00</td>
</tr>
</tbody>
</table>

### Price per academic year

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Spring</th>
<th>AY Total*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Big Red 18/200</td>
<td>$4,653.00</td>
<td>$4,653.00</td>
<td>$4,653.00</td>
</tr>
<tr>
<td>Platinum 14/600</td>
<td>$4,653.00</td>
<td>$4,653.00</td>
<td>$4,653.00</td>
</tr>
<tr>
<td>Diamond 12/1200</td>
<td>$4,653.00</td>
<td>$4,653.00</td>
<td>$4,653.00</td>
</tr>
<tr>
<td>Sapphire 10/1400</td>
<td>$4,653.00</td>
<td>$4,653.00</td>
<td>$4,653.00</td>
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<tr>
<td>Gold 250/1000</td>
<td>$3,525.00</td>
<td>$2,525.00</td>
<td>$1,725.00</td>
</tr>
<tr>
<td>Silver 150/1000</td>
<td>$2,525.00</td>
<td>$2,525.00</td>
<td>$2,525.00</td>
</tr>
<tr>
<td>Bronze 100/500</td>
<td>$1,725.00</td>
<td>$1,725.00</td>
<td>$1,725.00</td>
</tr>
<tr>
<td>Herbie 25 Add-on</td>
<td>$270.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The university has made every reasonable attempt to make sure the information contained herein is accurate at 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 program, we further reserve the right to make changes in operations as needed. Such changes may include, but are not limited to, location and availability of certain special interest housing, changes in dining service hours and location of break housing halls. Please refer to the University Housing website (housing.unl.edu) for changes and updates.

## HOUSING CALENDAR 2021-2022

### Fall Semester
- **Halls open**: Mon., Aug. 16 8 a.m.
- **First meal of semester****: Mon., Aug. 16
- **Last fall meal for weekly plans**: Fri., Dec. 17
- **Checkout**: Sat., Dec. 18 8 a.m.*

* For students not returning for spring semester

**For specific meal times at each at each dining operation check hours at go.unl.edu/dining. During UNL breaks services may be limited.

### Spring Semester
- **Halls open for new spring contracts**: Fri., Jan. 5 1 p.m.
- **First spring semester****: Fri., Jan. 5
- **Last meal of semester**: Fri., May 6
- **Halls close for spring semester**: Sat., May 7 8 a.m.

### Returning Student Discount (RSD) Eligibility

The Returning Student Discount program reduces the cost for traditional and suite-style residence hall room and board. The Returning Student Discount does not apply to apartment-style halls.

To qualify for a returning student discount for the academic year represented by this contract, you must meet the following two conditions:
- Live in the residence halls for the spring semester of the prior academic year, and
- Live in the residence halls for the entire academic year represented by this contract.

The Returning Student Discount credit is associated with your assignment at the time the discount is posted. Returning Student Discounts will be applied to the centralized billing account in the spring semester.

### Returning Student Discount

Returning Student Discount program is renewable by University Housing on an annual basis. Your residency must be in consecutive academic years to be considered for a Returning Student Discount.

### RETURNING STUDENT DISCOUNT

<table>
<thead>
<tr>
<th>Program</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abel, Harper, Massengale Trad, Sandoz, Schramm, Smith, Selleck and Suites</td>
<td>$500</td>
</tr>
<tr>
<td>Love Memorial</td>
<td>$250</td>
</tr>
</tbody>
</table>

### MEAL PLAN CANCELLATION SCHEDULE

If contract cancellation occurs during the last 30 days of the semester, there will be no credit issued for the remaining days left in the semester.

Students in apartment-style halls or living off-campus can email housing.contracts@unl.edu to cancel their meal plan.

Your signature on the contract indicates that you have read, understand, and agree to the contract policies and contract cancellation policies outlined within the University Housing Contract Policies booklet.

Athletes: Do not turn in a housing contract unless you meet NCAA and Big Ten initial eligibility requirements. Once you have qualified, as defined by the NCAA and the Big Ten, you should submit your residence hall contract. If you do not attend UNL for any reason, you will be personally liable for the applicable cancellation fees.

By signing your University Housing Contract, you indicate your acknowledgement of your obligation to comply with the Student Code of Conduct (studentconduct.unl.edu/student-code-conduct), the Rights and Responsibilities as a Resident (as documented in the Community Living Guide) (housing.unl.edu/contract-policies-documents) and this Residence Hall Contract (housing.unl.edu/contract-policies-documents).

### Spring semester requests for cancellation or moves must be completed in accordance with the Residence Director's email as distributed during fall semester. If you have not received an email by December 1, you must notify your Residence Director by December 3, or your transfer request may be denied.

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Updated October, 2020

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