

LIFE AT

# NEBRASKA



# SUMMER 2021

## Housing Contract Policies

Selleck | Village, North Building

University of Nebraska-Lincoln | [housing.unl.edu](http://housing.unl.edu)

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**RESIDENCE HALL INFORMATION**  
Two residence halls are available for students attending the 2021 Summer Sessions at the University of Nebraska-Lincoln.

- Selleck Hall is located on City Campus and houses undergraduate, graduate and non-traditional students.
- The apartment-style hall is located on City Campus and houses graduate, upperclass and non-traditional students (first-year students are not eligible).

## SELLECK HALL

## VILLAGE, NORTH BUILDING

Campus	City Campus	City Campus
Type of Hall	Traditional	Apartment-Style
Double Rooms	Yes	---
Single Rooms	Dependent upon availability	Single bedrooms in 2 and 4 bedroom units.
Student Type		
First-Year Students	Yes	---
Non-traditional Freshmen	Yes	Yes
Upperclass	Yes	Yes
Graduate	Yes	Yes
Type	Varies	Coed (not in unit)
Physically challenged rooms available	Yes	Yes
Dining/M meal Plan	Required	Optional
Available kitchen	only in 4000 building	Yes, in each unit
Number of Residents	486	99
Number of Floors	3	Summer: Only floors 3, 4, 5 are available
Elevators	Yes	Yes

## FAMILY HOUSING

The residence halls were designed to accommodate single students. Families with minor children are not allowed in the residence halls. Students who have custody of children may contact the University Housing-Family Housing Office at (402) 472-3753 or call toll free at 1-800-742-8800 and ask for Family Housing.

During the summer sessions, married students with no dependents, who both have NU ID numbers, may each submit a residence hall contract for a double room (with board when applicable) requesting one another as roommates. One of the students must be enrolled for at least three credit hours during one of the regular summer school sessions (does not include extension or correspondence courses). A copy of the marriage certificate must also be presented to University Housing. Married couples will be assigned to a room in a summer residence hall in a male designated area. Rooms are equipped with two single beds and there is access to community bathroom facilities.

## COMPLETING THE CONTRACT

**SUMMER CONTRACTS BECOME AVAILABLE MARCH 3, 2021. THE DEADLINE FOR PRIORITY SUMMER ROOM ASSIGNMENTS IS APRIL 1, 2021.**

The earlier you submit your contract, the better your chances are of receiving your summer hall choice (within the Housing guidelines).

Current University of Nebraska-Lincoln students will be eligible to access and complete a Summer 2021 online residence hall contract after 8 a.m. on March 3, 2021.

Contract completion instructions:

1. Access the MyRED website: [myred.unl.edu](http://myred.unl.edu).
  2. Enter your NU ID and MyRED password.
  3. Under "Important Links," click the blue "Housing" button.
  4. Select "Apply for Housing" in the red navigation bar.
  5. Click "Apply" next to the 2021 Summer-Room and Meals contract.
  6. Follow the prompt.
  7. Pay \$100 nonrefundable contract processing fee.
- Contract processing fees may not be charged to your student NCard.
  - Can pay online by MasterCard, Visa or Discover credit/debit card or e-check.
  - Can pay by mailing a paper check. Be aware that the contract priority date will be the date that you signed the housing contract. If you have a strong preference of room assignment or if you wish to retain the room you live in currently, we recommend submitting your signed contract by the April 1, 2021 priority date.
  - Cash payments are accepted only when paid in person at the University Housing Contracts Office, 530 N. 17th St., Lincoln, NE 68588-0622. Do not send cash in the mail. Office hours are 8 a.m.-5 p.m., Monday through Friday.
- NOTE: You will be assigned to your first (1) hall preference. Your specific room number will be available on the portal shortly before your contract move-in date.

### APRIL 1 "PRIORITY DATE"

#### Current Spring 2021 Residents in halls open for Summer 2021:

Submit your contract by April 1, 2021 to be considered for residency in your current (spring 2021) room and room type during summer 2021.

## CONTRACT TERMS AND CONDITIONS

### Summer Contract Length

The contract is legally binding for the entire length of the contract signed, and it can only be cancelled as stipulated in the "Contract Cancellation" section of this booklet.

- The **traditional residence hall** contract will cover the nights between the arrival and departure dates that is indicated by the student on their signed contract. The summer contract can begin no earlier than 2 p.m. May 8, 2021 and can end no later than 8 a.m., August 12, 2021.
- Students must stay at least two weeks to have a contract for Selleck.
- A \$50 administrative charge will be assessed for arrival and/or departure date changes less than two weeks from date of arrival and/or departure.
- The **apartment-style residence hall** contract is for the entire length of the housing summer term: 2 p.m., May 8 to 8 a.m., August 12, 2021. Partial summer contracts are not available for apartment-style housing.

### Fall Interim Housing

#### **AUGUST 12, 2021 TO AUGUST 16, 2021**

This is a four-day period in-between the last academic summer session and the 2021-2022 academic year. Only students with contracts for both are eligible for interim housing. Students will be given instructions in July on how to sign up for interim housing and/or fall move-in.

The interim room rate will be \$40 per night and \$8 per interim meal swipe. Interim charges will appear on the student's centralized student account at the end of September.

- A student assigned to the same room for both the last academic summer session and the 2021-2022 academic year must visit the front-desk of the hall on Thursday, August 12 to check-in for the 2021-2022 academic year. Beginning at 8 a.m. on Thursday, August 12, students will not be able to access their hall or room unless they have checked-in for 2021-2022 at the front desk.
- A student assigned to different rooms for the last academic summer session and the 2021-2022 academic year must check out of their summer room by 8 a.m., Thursday August 12 and may check into their fall assigned room on the same day. The student's residence director will help coordinate the move.

Students who do not wish to be charged for fall interim must remove all their belongings and completely check out of the summer hall by 8 a.m., Thursday, August 12. Students will be able to check in again for the fall semester by signing-up for a move-in time. Watch for more information via email in July.

### Eligibility

To be eligible to live in any of the available residence halls during the summer, a student must be enrolled/registered for either summer 2021 or fall 2021 at the University of Nebraska-Lincoln. First-year students are not eligible for apartment-style housing.

### Early Check-in

Check-in before May 8 will not be approved since rooms will be occupied by spring semester residents.

Checking into your residence hall before the arrival date indicated on the contract is highly discouraged. Send an email to [housing.contracts@unl.edu](mailto:housing.contracts@unl.edu) at least one week prior to your requested move-in date. If your room isn't available for the date requested, you'll need to either check into guest housing ([conferenceservices.unl.edu/guest-housing](http://conferenceservices.unl.edu/guest-housing), [conferenceservices@unl.edu](mailto:conferenceservices@unl.edu)) or find an off-campus option. The room and meal daily rate will be charged if you check in early. The daily rate will be determined by the hall, room type and meal plan you've chosen for the summer contract. These charges will be posted to your centralized bill.

### Late Arrival

Students who have not checked into their room seven (7) days after their indicated arrival date (or May 8 for apartment-style) will have their housing contract cancelled as a no-show, their room assigned to someone else and adjusted housing charges will be uploaded to their UNL centralized bill. Review No-Show policy section.

### Gender-Inclusive Housing

Gender inclusive housing is available. Read more about options at: [go.unl.edu/gender-inclusive-housing](http://go.unl.edu/gender-inclusive-housing).

### 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 accommodations 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](tel:402-472-3787) by April 1. Students who require reasonable accommodation must have an accommodation plan issued by the Services for Students with Disabilities Office.

### 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](http://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.

## 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.

## ASSIGNMENT POLICIES AND PROCEDURES

To request on-campus housing, submit the summer 2021 residence hall contract online with the nonrefundable \$100 contract processing fee. Assignments are given on a first come, first-served basis and contracts received by April 1, 2021 will have the highest priority. Students who wish to be roommates should request each other as roommates on their respective contracts. University Housing:

- Will attempt to assign students to their requested hall/unit with their requested roommates. Depending on availability, this may not always be possible.
- Reserves the right to reassign students to different units when deemed appropriate and necessary. Review the "Consolidation Assignment Policy" section.
- Reserves the right to alter room assignments and double/single status when necessary. This includes consolidation of those students with double room contracts who do not have roommates.

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. Behaviors with the purpose to bully, intimidate, harass, and/or physically harm a potential roommate either in-person, verbally, or through electronic medium (including but not limited to social media websites, texts, email, and/or instant messaging) may result in one or all of the following:

- 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 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-inclusive-housing](http://go.unl.edu/gender-inclusive-housing). 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.

## Priority Assignments/Room Retention

University Housing will attempt to assign students to the hall and room type (double/single/2 or 4 bedroom) requested but will not be able to do so in all cases. If you have special needs, let us know when you submit your contract. All individuals living in Selleck or in a designated apartment-style room as of February 20, 2021 may retain the same spring room (same single/double status) if they turn in a summer contract for the entire summer no later than April 1, 2021. Residents not meeting the April 1, 2021 deadline may request to keep the same room; however, we cannot guarantee that we can accommodate the late request. If the late request can be accommodated, a \$50 administrative fee will be charged for the extra processing required.

Our goal is to minimize moves for students who will live in the residence halls for 2021-2022. University Housing will try to assign students to the same hall and room for the summer in which they are assigned to for the fall. Those students must submit housing contracts through the end of the summer term (August 12, 2021) and housing contracts for the 2021-2022 academic year.

## Room/Hall Changes

University Housing wants your stay at UNL to be an enjoyable one. If you believe that a different room/hall is a better fit for you, our staff will try to accommodate your request. Note: under Federal law and University policy, room assignments/changes cannot be based on the basis of race, color, religion, disability, national/ethnic origin, or

sexual orientation.

#### **FROM SINGLE TO DOUBLE (SELLECK HALL ONLY):**

If you wish to change from a single-room contract to a double-room contract, submit a request with your residence director. Single to double-room requests require that you have a roommate request at the time of the change. Your RD will inform you and your new roommate of the cost difference and the charges will be reflected on your consolidated bill(s).

#### **FROM DOUBLE TO SINGLE ROOM (SELLECK HALL ONLY):**

If you wish to change from a double-room contract to a single-room contract, submit a request with your residence director. Note that your UNL account must be up to date before you will be allowed to convert to a single room. Your RD will inform you of the cost difference and those charges will be reflected on your consolidated bill.

#### **MOVING BETWEEN BEDROOMS OR UNITS (APARTMENT-STYLE HALL ONLY):**

Each unit has either two or four bedrooms marked 'A', 'B', 'C', or 'D' to which each resident is assigned. Residents must reside in their assigned bedroom. Residents can request a bedroom or unit switch by coordinating the move in advance with the residence director. Any moves done without following the proper procedure will be charged a \$50 administrative fee. If any moves are made without the proper authorization from University Housing (before hall opening) or the residence director (after hall opening), a \$50 administrative fee will be charged to each student involved.

#### **HALL CHANGE:**

If you wish to change your summer residence hall, you must get permission to do so from both the residence director of your current hall and the residence director of the hall to which you wish to move. If the request is approved, your hall RD will give you a form that will note the date the change is to be effective and any corresponding charges. Your signature on this form indicates that the room portion of your contract is being changed with your approval.

#### **If Your Roommate Moves**

##### **TRADITIONAL HALLS:**

If one student leaves a double room, the other student must take the room as a single and pay the higher rate. Due to the high number of residents on campus during the summer, University Housing reserves the right to alter room assignments and double/single status when necessary. This includes consolidation of those students in double-capacity rooms who do not have roommates. Please be aware that you may be assigned a new roommate at any time.

##### **APARTMENT-STYLE HALL:**

If a roommate moves out of your apartment-style unit, you may not switch bedrooms without the approval of the residence director. Facilities needs time to clean the newly opened room, and your RD may have already assigned someone new to that room in your unit. Any moves done without proper authorization will result in a \$50 administration fee, charged to each student involved.

##### **ROOMMATE READY RULE**

A current resident occupying a double room alone

will need to keep one side of the room clear in case a roommate is assigned on short notice. After the first week of classes, a roommate may be assigned with 24 hours notice to allow the current occupant time to prepare to receive a new roommate. If the room is not ready to receive the new roommate, the current occupant will be billed a \$50 administrative 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 her/his contract converted to a single room contract.

#### **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.

Hall complexes include special study rooms, 24-hour study areas, TV lounge, game room, laundry facility and air conditioning. All room dimensions are approximate measurements. Room sizes will vary within a hall.

#### **HALL/ROOM INFORMATION**

Hall complexes include special study rooms, 24-hour study areas, TV lounge, game room, laundry facility and air conditioning. All room dimensions are approximate measurements. Room sizes will vary within a hall.

#### **Traditional Hall Contract Includes:**

Room (including utilities/furnishings)

- Meal Plan
- Basic cable TV service
- Ethernet (wired) and wireless Internet access
- Membership in the Residence Hall Association (RHA)
- Refrigerator (4.8 cubic foot refrigerator/freezer)

Each student has a desk, chair, bookshelves, extra-long twin bed with a mattress, dry erase board, full-length mirror, mattress pad, drawer space, closet, bulletin board and both wireless and Ethernet Internet access. Students must provide their own Ethernet cable. Each room has a basic cable television hook-up.

#### **Items to Note:**

- Single rooms in Selleck 4000 will depend on room availability.
- Summer room assignments will be available via the Portal before you check into your summer hall.
- A student's room may not be used by anyone other than the resident to whom it is assigned.

#### **Apartment-style Hall Contract Includes:**

The apartment-style hall contract includes a private bedroom in a fully furnished\* two-bedroom or four bedroom "apartment-style" living unit. Bathrooms are

shared with only one other resident. All utilities are included: heat/AC, water, electricity, garbage. High-speed Ethernet and wireless Internet access and basic Cable-TV are included for each private bedroom, plus another Cable-TV hookup in the living room area of each unit.

**\*FULLY FURNISHED:**

- Full kitchen: refrigerator/freezer with ice maker, self-cleaning oven stove, microwave, dishwasher, eating counter with two stools, wastebasket.
- Living room: sofa, chair, end table and entertainment center stand (36" W x 24" D x 30" H)
- Bedroom: Loftable bed (extra-long twin) 36" x 80", mattress/mattress pad, pillow, study/computer desk (50" W x 24" D x 30" H) and chair, desk: 24" x 24" x 30", dresser: 30" x 24" x 30", closet: 43 1/2" x 72" tall, closet shelf: 43 1/2" x 12 1/4", window coverings/vertical blinds, wastebasket.
- Bathrooms: tub/shower and wastebasket.

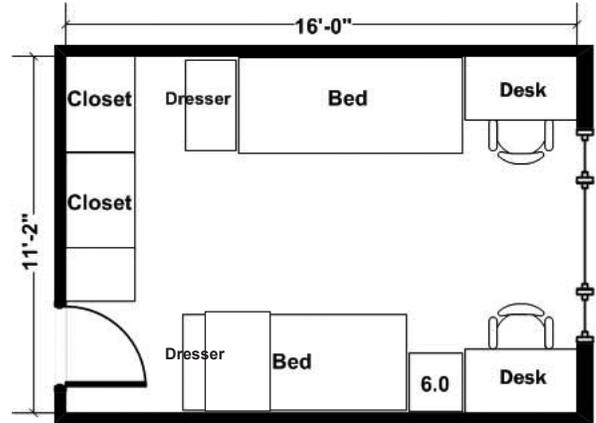
**Items to Note:**

- Located at 16th and X St., 1055 N. 16th Street.
- Apartment summer contracts are available in a limited set of rooms.
- Most four-bedroom units include a bonus storage room, plus a large entryway coat closet.

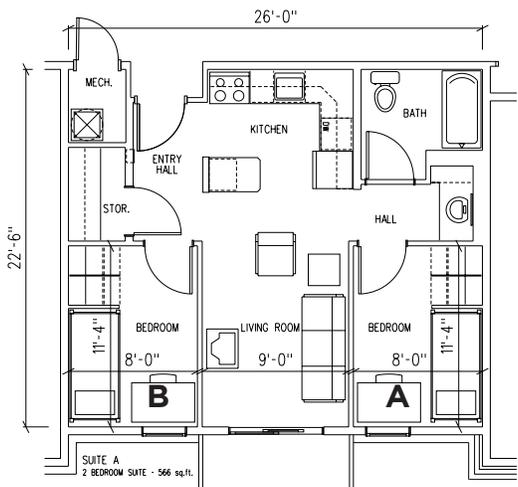
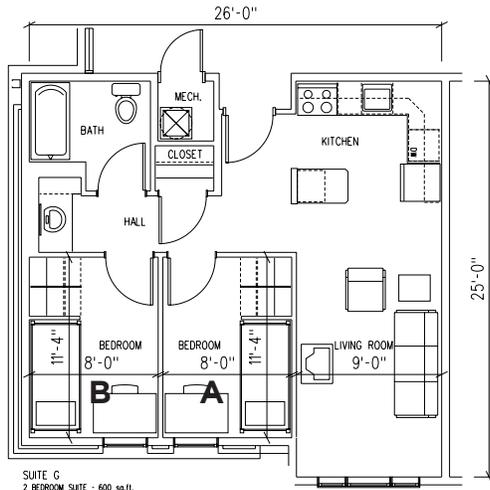
- Meal plan costs are NOT included in the apartment-style rates and are not required.
- Staying in the apartment-style hall for summer 2021 does not guarantee you a room for 2021-2022. You must have a contract for 2021-2022 to be guaranteed an available room in a unit.
- Students must provide all pots, pans, plates, etc.

**FLOOR PLANS:**

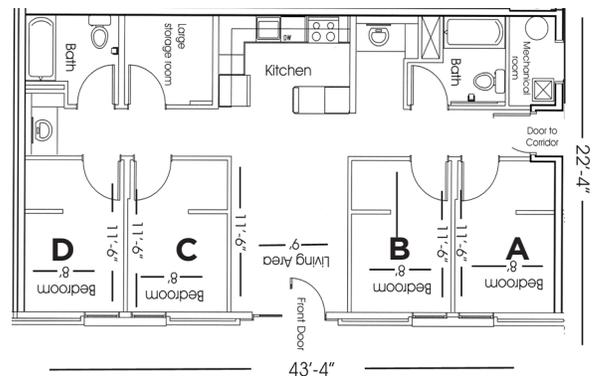
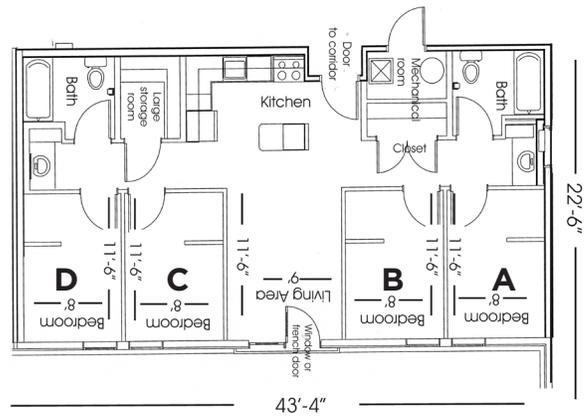
**TRADITIONAL-STYLE FLOOR PLAN**



**2-BEDROOM APARTMENT FLOOR PLANS**



**4-BEDROOM APARTMENT FLOOR PLANS**



## MEAL PLANS/FOOD SERVICE

### SELLECK HALL

A meal plan is required with the Selleck Hall contract.

Residents may choose either the:

- 21 meals per week plan
- 14 meals per week plan (any 14 of the 21 meals served Mon.-Sun.)

### APARTMENT-STYLE HALL

A meal plan is NOT required (nor included in the contracted price) with apartment-style contracts. Residents may purchase a separate dining plan for meals served at the summer dining center.

- Summer residents of the apartment-style hall may add a (14 or 21 meal per week) meal plan when completing the contract.
- Summer residents who did not add a meal plan at the time of contract completion can make a request via email to [housing@unl.edu](mailto:housing@unl.edu). Include your name, NU ID and which meal plan you are requesting, 14 or 21 meals per week. Meal plan charges will be added to your centralized bill.

For more information, see the Meals-Only section.

Beginning on the first day of classes for each session, Dining Services provides 21 meals each week (breakfast, lunch and dinner Monday through Sunday). Meals will be available during the hours posted at the dining hall. The contract presupposes a certain amount of absenteeism, so no refunds will be granted for missed meals.

Dining Services uses the campus NCard as the computerized photo meal card. If you do not already have your NCard, you will need to obtain one at the NCard office, located in room 121 of the Nebraska Union on City Campus. There will be a charge for the card.

- Brunch and dinner will be offered over Memorial Day weekend and 4th of July for students with a meal plan.
- The last meal served as part of the summer sessions

will be lunch on August 12, 2021.

- No dinner is served on August 12.
- The first meal served as part of the academic year contract is breakfast on Monday, August 16, 2021.
- Students with 2021-2022 contracts who choose to remain on campus during August Interim (August 12-15) may pay \$8.00 a meal after checking into their room. Charges will be uploaded to your centralized bill and due October 12.

### Meals-Only Contracts (For Commuter Students)

Summer Meals-Only contracts will be available in early May and completed via MyRed and require a \$100 contract processing fee. Meals will be served at the designated summer dining hall. Cancellation of a Meals-Only contract before the end of the contract period must be requested in writing via email or letter. Meal charges will be posted to the UNL centralized bill.

### Meal Plan Changes/Cancellations

Changes to your meal plan must be requested via email.

Selleck - A student may change their plan any time after the contract is submitted. Each change that is requested is assessed a \$30 contract change fee on their UNL Student Account. Selleck residents are required to have a meal plan; therefore, they are unable to cancel the meal plan.

Apartment-style hall - A student may change, add, or cancel their meal plan at any time after the contract is submitted. Each change that is requested is assessed a \$30 contract change fee on their UNL student account.

## BILLING RATES

No rate adjustment will be made for those who have contracted for space as of a certain date and check into the residence hall at a later date. Scholarships (athletic or otherwise) may not cover the additional cost of apartment-style or traditional single rooms. Residents are responsible for any excess billing left after the scholarship(s) has been applied to the UNL Student Account bill.

Traditional halls contracted period is indicated by arrival/ departure dates provided by student. Dates must be between May 8 to August 12. Contract amount will be prorated by a daily rate if not staying the entire summer.

Meal plans are required.

Apartment-style halls have a contracted period from May 8 to August 12. This hall is not available by session. A meal plan is not included with the contract but can be added for an additional cost.

For meal plan information, refer to the “Meal Plans/Food Service” section in this booklet. All charges for room/ meals will be uploaded to the centralized bill at the start of the contracted period.

All charges for room/meals will be uploaded to the centralized bill seven (7) days prior to arrival (and/or when a contract is signed, whichever is later).

Contract Amount			
Room Style	Meal Plan	All Summer	Daily Rate
Selleck Double	14 Meals a Week	\$3721	\$38.76
Selleck Double	21 Meals a Week	\$3863	\$40.24
Selleck Single	14 Meals a Week	\$4671	\$48.66
Selleck Single	21 Meals a Week	\$4813	\$50.14
Village 2 Bedroom	Optional	\$3417	N/A - must contract for entire summer
Village 4 Bedroom	Optional	\$3106	N/A - must contract for entire summer
Meal Only	14 Meals Week	\$1888.32	\$19.67
Meal Only	21 Meals Week	\$2031.36	\$21.16

## PAYMENT TERMS & CONDITIONS

University Housing bills are applied to the student’s UNL Centralized Student Bill.

### 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. 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.

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 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 Husker Hub, 102 Canfield Administration Building, PO Box 880411, Lincoln NE 68588-0411, or contact Student Accounts at (402) 472-2030.

## CONTRACT CANCELLATION POLICY

University Housing cannot take cancellations over the phone. To cancel your summer housing contract, you must complete the online contract cancellation process.

- Notifying Admissions or your advisor will NOT cancel your housing contract.
- Withdrawing or suspension from school will NOT automatically cancel your contract.
- In any instance where you want to cancel your housing contract, you must contact University Housing directly. \*It is not possible for another UNL Department to cancel your contract.
- Your roommate’s cancellation will not result in a cancellation of your contract.

## Cancellation Completion Instructions

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 contract term 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.

### Canceling PRIOR to the beginning of the contracted period:

(Student has NOT picked up the room key and/or has NOT checked into the assigned room/hall.)

Students are held liable for room and meal plan charges until the online cancellation form is completed and cancellation notification is acknowledged by University Housing.

### Canceling DURING the contracted period:

(Student has picked up the room key and/or has checked into the assigned room/hall.)

Students wishing to cancel their contract after they have picked up their key and/or checked into their assigned room, must:

1. Complete online cancellation form.
2. Contact their residence director (RD).
3. Return keys and checkout at hall front desk.\*

\*No cancellation is finalized without the proper residence hall checkout form completed and signed by the student. Students are held liable for room and meal plan charges until they have returned their keys and completed checkout paperwork at the residence hall front desk.

University Housing reserves the right to cancel a student contract if:

- The student fails to check into the hall by 6 p.m. on the seventh day after contracted arrival date without making arrangements with University Housing to arrive late. This is considered a "no-show" cancellation and carries a room charge for every night the room was held.
- The student causes or permits any damage or misuse of the residence hall or permits the residence hall to be used for illegal purposes.
- The student creates a disturbance or interferes with the right of other residents to enjoy peaceful occupancy of the premises.
- The student threatens harm to self or others.
- The student violates any rule set forth in the University Housing Rights and Responsibilities or UNL Student Code of Conduct.
- The student does not make timely payment of their account. When contacting University Housing by email, please be sure to indicate a subject and include your name and NUID number. University Housing responds to all emails within 48 business hours. If you do not receive a response, the email has not been received by our office.

## No-Shows

Any student who does not complete the online cancellation form and who is not occupying their room by 6 p.m. on the seventh day after their indicated arrival (contracted summer date) 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. seven days after arrival. Students considered no-shows will be assessed the daily room charge for the days their room was held.

## Checkout Procedures

Checkout arrangements must be made through the online form (see cancellation completion instructions). On that form, students will identify a day and time to check out. Then students can proceed to check out at the front desk, which includes turning in their room key, mail key and completing a form to mention any damages to their room. Their room will then be inspected for any damages. If they do not check out at the desk, and/or do not leave by their assigned check out time, a fee of \$50 for improper checkout will be assessed. No credit will be calculated earlier than the date of official contract cancellation as established through the online form. Students then need to forward their mail which can be done online through the "Mail Forwarding" form in the housing portal.

The summer contract period ends on August 12 or the date that student indicated they were leaving (whichever is earlier). All summer residents, with the exception of those assigned to the same room for the academic year, are required to vacate their rooms no later than 8 a.m. on that date. Residents who have been assigned to a different hall or room for the 2021-2022 academic year may move to the fall assigned room on August 12. Students who choose to move to (or to store their belongings in) their fall assigned room on August 12 will be charged for four nights, August 12-16. Meal plan is stopped once a student has finalized cancellation at the front desk.

## Late Closing/Checkout Fee

Students who have not contracted for on-campus housing for the fall 2021 term are required to check-out by Thursday, August 12 at 8 a.m.

It is important to make transportation and other arrangements, so you are able to leave by Thursday, August 12 at 8 a.m. If you need an exception due to participation in graduation ceremonies or have other reasons for requesting additional time, please contact your residence director **at least three weeks prior** to the end of the summer term. In cases of inclement weather, University Housing will monitor travel conditions and, if warranted, will 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 schedule date/time will be charged an improper check-out fee of \$50 for the first hour and late fees of \$50 for each additional hour thereafter.

## ADDITIONAL INFORMATION

### Communication

University Housing has established email as an official and primary means of communication with all residents. However, students may also be contacted by telephone or campus email. 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.

### Computer Network

The University of Nebraska is committed to providing the best network and service connections possible to all residence hall students. Students connecting their personal computer to the University network are responsible for following all of the guidelines and regulations of the UNL Computer Use Policies and ResNet, available on the UNL home page at [resnet.unl.edu/wireless\\_network.shtml](https://resnet.unl.edu/wireless_network.shtml).

Personally owned wireless routers are not permitted in the residence halls. If a student is found to be in violation

of any UNL Computer Use Policies/ResNet policy, or fails to provide reasonable security precautions, updated anti-virus protection, or required system patches, his/her room computer port may be de-activated. If a room computer port has been deactivated for policy or system maintenance violations, a fee may be required to re-certify the computer and re-activate the port. Information Services staff (402-472-3535) are available to provide assistance by answering technical questions and making recommendations for personal computer maintenance.

### 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](https://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.

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](https://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](https://housing.unl.edu/contract-policies-documents)) and this Residence Hall Contract ([housing.unl.edu/contract-policies-documents](https://housing.unl.edu/contract-policies-documents)).

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](https://housing.unl.edu)) for changes and updates.

**Residence Hall Calendar**

Saturday, May 8	2 p.m.	Summer halls open
Thursday, August 12	8 a.m.	Summer halls close
Thursday, August 12	2 p.m.	Interim Housing for summer to fall students begin
Monday, August 16	By Appt	All University Housing residence halls open for 2021-22 academic year

**Dining Calendar**

**\*For specific mealtimes, visit [dining.unl.edu](http://dining.unl.edu)**

Saturday, May 8	First day of summer meal plans
Thursday, August 12	Lunch is last meal service for summer meal plans
Friday, August 13	Interim meals begin
Monday, August 16	All University Housing residence halls open for 2021-22 academic year