University Housing responds to all emails. If you do not receive a response within 48 business hours, the email has not been received by our office.
YOUR RESIDENCE HALL CONTRACT
The following terms and conditions do not apply to the Esther L. Kauffman Academic Residential Center. A separate informational email will be sent to students enrolled in the Jeffrey S. Raikes School of Computer Science and Management for the Kauffman Residential Center.

CONTRACT TERM LENGTH
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 19, 2020 and ends May 8, 2021. 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. Email housing@unl.edu for more information and hall availability.

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. Application for waiver of this condition may be made in writing to the Assistant Director of Housing for Contracts and Student Services.

If you do not request and receive this waiver, you will need to leave the hall within five business days. Contact the Housing Contracts Office for more information and to request a non-student waiver application.

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-SERVED 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 cancellation fees. 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 after signing a contract or if anticipated financial aid is not granted, etc., cancellation fees 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 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.

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

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 with less than 27 credit hours and who are under 19 years of age prior to the first day of classes for the fall semester to live in University-approved housing for the entire academic year.

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 specific form to request exemption from the residency policy can be found at: housing.unl.edu/residency-requirements. Students who plan to live in university-approved fraternities or sororities should contact the Office of Fraternity and Sorority Life to make arrangements (unl.edu/greek/).

• The On-Campus Residency Requirement form MUST be fully completed, signed by the student and their parent(s), and returned to the Residency Compliance office for approval by August 15, 2020.

• 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 402-472-3861 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, 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)

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.

All traditional rooms will be single-gender (based on gender identity). Learn more about the gender inclusive policy: go.unl.edu/gender.

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 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

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

Suite-Style Halls

Suite-style halls are home to both new first-year and upperclass students in a combination of four-person, double-bedroom suites (shared bedroom) and four-person, single bedroom suites (individual bedroom). A limited number of private suites are also available for upperclass students.

Suite-style halls feature numerous TV/social and study lounges, and a laundry room on each floor. All halls have game rooms. Suite-style halls are connected to each other. All suites will be single-gender (based on gender identity), and each floor may include a mixture of male and female suites.

ELIGIBILITY TO LIVE IN SUITE-STYLE HALLS

First-year students will be:

• Eligible to live in the four-person, double-bedroom suites (shared bedroom)
• Will not be permitted to move into the four person, single bedroom suites during their first year on campus. The four-person, single-bedroom suites (individual bedrooms) and a limited number of four-person, double-bedroom suites (shared bedroom) are reserved for upperclass and non-traditional students ready for a more independent living environment.

To qualify for the upperclass suites (single bedrooms) a student must*:

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

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

YOUR SUITE-STYLE RESIDENCE HALL CONTRACT INCLUDES:

• Room with a dresser, desk, chair and loftable/adjustable bed
• First-year and upperclass students have several meal plan options (see Meal Plan Options information)
• A shared living room area with sofa, easy chair, entertainment stand
• A shared snack prep area with a refrigerator and microwave
• Suite bathroom areas with two sinks, separate toilet area and shower
• Suite bathrooms cleaned by University Housing staff every other week
• Upright vacuum and initial limited supply general purpose cleaner provided for use in the suite
• Laundry facilities provided at no charge
• High speed Ethernet (wired) and wireless Internet access
• Utilities including heat/AC, water, electricity, garbage
• Membership in the Residence Hall Association (RHA)

Contract terms and conditions that apply to the traditional residence halls (Abel, Sandoz, Harper, Schramm, Smith, Selleck and Massengale) also apply to Knoll, Eastside Suites, and University Suites (suite-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.

All units will be single-gender (based on gender identity), and each floor may include a mixture of male and female units.

ELIGIBILITY TO LIVE IN THE 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 every other week. An upright vacuum cleaner is provided.
- 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 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 is not submitted 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.
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 assignment to a different room and/or residence hall and/or cancellation of the housing contract.

Cancellation of your contract by the Division 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, and are subject to availability and University Housing Contract Policies and Procedures.

All residents assigned within a room/unit will be of the same biological sex with the exception of the gender-inclusive community.

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 19, 2020 (fall semester) and January 8, 2021 (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 rooms 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.

**BREAK HOUSING (HOUSING DURING UNL BREAKS)**
Halls open over UNL breaks (Thanksgiving-Nov., Semester-Dec./Jan., and Spring Break-March) are Selleck, Schramm, Smith, Knoll, University Suites, Eastside Suites, Massengale Residential Center, The Courtyards, and The Village. In addition, some services such as suite bathroom cleaning and hall front desk hours will be limited or unavailable during these times.

Students needing break housing must select the designated break housing residence halls. Students who select and reside in halls that close over the break periods will not have access to their room during the UNL breaks.

**NOTE ABOUT SUITE-STYLE/APARTMENT-STYLE BUILDINGS:**
- Each suite/unit has either two or four bedrooms marked A/B/C/D to which each resident is assigned. Residents must reside in their assigned lettered bedroom and suite/unit number.
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. Refer to sections on specific halls for policies on the furniture.

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, super double, or break housing.

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 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 THE HALLS OPEN
If your roommate leaves during the semester (after you have moved in), you will be contacted by your residence director (RD) to review the choices available to you. These options may include:

- Choosing a different roommate
- Consolidating with someone who also has a space in their room/unit
- Allowing University Housing to place a new roommate if one is available
- 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.

NOTE for students living in all halls: 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 until the end of the first week of classes of the semester in case a roommate is assigned on short notice.

- After that time, a roommate may be assigned with 24 hours’ notice (if possible) to allow the current occupant time to prepare to receive a new roommate.
- 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.

CONTRACT (ROOM/HALL) CHANGES
If you wish to change your room status (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. No room changes will be settled. During this time period, students in temporary rooms are receiving permanent assignments.

Room changes may occur at any time during the academic year (subject to the above limitation). 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 2021-2022
The recontracting process for 2020-2021 is expected to begin Fall 2020. 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, Wednesday, August 19 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.

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. You will be charged for the days your room was held.

ABANDONED PROPERTY
Any personal property with an estimated value of $250 or more that is abandoned on the premises of University Housing will be subject to the following:
• A notice will be mailed to the student at the student’s most recent address on record. A housing staff member will also attempt to contact the student on their cell phone.
• The notice will be sent within one week of the end of the contract between the individual and 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
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.
YOU MUST CONTACT THE HOUSING DEPARTMENT DIRECTLY TO CANCEL YOUR CONTRACT. Notifying Admissions or your advisor will NOT cancel your housing contract.

Contract Cancellation Schedule

<table>
<thead>
<tr>
<th>Cancellation Date</th>
<th>Room Cancellation Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic year</td>
<td></td>
</tr>
<tr>
<td>Prior to May 1, 2020</td>
<td>$400*</td>
</tr>
<tr>
<td>May 1, 2020–Aug. 15, 2020</td>
<td>$1500*</td>
</tr>
<tr>
<td>Aug. 16, 2020-May 9, 2020</td>
<td>40% of remaining balance of contract*</td>
</tr>
<tr>
<td>New spring semester entrants</td>
<td></td>
</tr>
<tr>
<td>Prior to Jan. 8, 2021</td>
<td>$400*</td>
</tr>
<tr>
<td>Jan. 8, 2021-May 8, 2021</td>
<td>40% of remaining balance of contract*</td>
</tr>
</tbody>
</table>

*Plus nonrefundable $100 contract processing fee.

Any nonrefundable contract process fee submitted (or deferred to their student account) with a contract, won’t be returned if a student cancels their contract. If a student signed the deferment page of the contract, they’re still be responsible for paying the $100 nonrefundable contract processing fee after contract cancellation.

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

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

In order to receive a Learning Community refund, you must request to drop your Learning Community by the sixth day of classes in the fall semester in which you are enrolled in the community.

APPLICATION/NOTIFICATION OF CONTRACT CANCELLATION PROCESS

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.
- Withdrawing, academic dismissal or suspension from school will not automatically cancel your contract.
- In any instance where you want to cancel your housing contract, you must contact the University Housing Office directly by e-mail or mail.

It is not possible for another UNL department to cancel your contract.

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

- Email housing.contracts@unl.edu with your name, NUID number, a statement requesting to cancel your contract, and your reason for cancelling. You will receive confirmation (by email) within 48 business hours that we have received your cancellation.
- Students are held liable for room and meal plan charges until cancellation notification is acknowledged by University Housing. Students are also held liable for the cancellation amount shown in the contract cancellation schedule.

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

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

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

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

CANCELLING YOUR CONTRACT BECAUSE YOUR ROOMMATE HAS CANCELLED OR MOVED OUT OF YOUR ROOM WILL NOT REDUCE YOUR CANCELLATION FEE.
## CANCELLATION ADJUSTMENTS/EXCEPTIONS/VARIABLES

<table>
<thead>
<tr>
<th>Reason for Cancellation</th>
<th>Fee on Approval*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Program</strong> - Study Abroad, Exchange, Co-op, Internship and Student Teaching. (Student must provide UNL Documentation to be considered for cancellation fee reduction.)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Graduation (December)</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Marriage</strong> (Student must provide valid marriage certificate and cancellation date must be no more than 30 days prior to the date of the marriage to be considered for cancellation reduction.)</td>
<td>$400.00</td>
</tr>
<tr>
<td><strong>Military</strong> (Student must provide draft notice or official documentation from the specific country requiring said service to be considered for cancellation reduction.)</td>
<td>$0.00</td>
</tr>
<tr>
<td>2020-2021 Newly Admitted UNL Students</td>
<td></td>
</tr>
<tr>
<td>Cancel prior to May 1, 2020</td>
<td>$0.00</td>
</tr>
<tr>
<td>Cancel May 1, 2020 through August 15, 2020</td>
<td>$400.00</td>
</tr>
<tr>
<td>Cancel August 16, 2020 through May 8, 2021</td>
<td>40% remaining balance</td>
</tr>
</tbody>
</table>

*Plus daily room and meal plan charges
**Must match the semester being cancelled

### NO-SHOWS

Any student who does not request cancellation in writing directly with University Housing 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 the cancellation fee as stipulated in the Contract Cancellation Schedule plus the daily room charge for the nights we held your room. No-shows are required to be in compliance with the On-campus Residency Requirement. For information about the release process, contact University Housing Contracts at 402-472-3561.

### CANCELLING CONTRACT AT END OF FALL SEMESTER

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

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

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

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

### LATE CLOSING/CHECK-OUT FEE

Students living in halls which are closed over break periods are required to leave by 10 a.m., and the final day and time to leave the halls at the end of the fall semester and academic year is Saturday at 10 a.m. 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 two weeks 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:
• Contact the residence director to receive permission.
• Once permission is granted, the student has 3 days in which to complete the move.
The RD will provide specific check-out instructions, some of which include:
• Contact your resident assistant (or any available RA) in advance to schedule a check-out time.
• Turn in your room key and mailbox key to the front desk.
• Enter your mail forwarding address in your Housing Student Portal.
• Pay for any damages.
• Notify UNL Registration and Records of address and phone number change.
If the preceding steps are not followed, an improper check-out fee of $50 will be posted to the student’s account. Students required to comply with the On-campus Residency Requirement who check out prior to completing the release process will be assessed an additional fee of $50. The student is still responsible for properly completing the release process. 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 Sat., December 19 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 hall 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. The previously assessed cancellation fee will be credited.

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, three city campus Husker Heroes (Abel, Cather and Selleck), five city campus Herbie’s Markets (Knoll, Cather, Abel, Selleck, Village) and the Nebraska East Union Herbies Market. 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 All-Access, Platinum or Diamond meal plan. Apartment-style and Selleck 4000 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:
• All-Access 21 Meals/Week Plan – Provides 21 meals per week to the residence hall dining centers, Husker Heroes, and Herbie’s markets.
• Platinum Meal Plan – Provides 15 meal swipes per week + $300 Dining Dollars per semester
• Diamond Meal Plan – Provides 10 meal swipes per week + $600 Dining Dollars per semester
• $100 Dining Dollar reload – Additional $100 Dining Dollars added to the All-Access, Platinum, and Diamond meal plans.
The contract includes room and the following meal plan options for continuing students:
• All-Access 21 Meals/Week Plan – Provides 21 meals per week to the residence hall dining centers.
• Platinum Meal Plan – Provides 15 meal swipes per week + $300 Dining Dollars per semester
• Diamond Meal Plan – Provides 10 meal swipes per week + $600 Dining Dollars per semester
• Gold Meal Plan – 350 swipes per year (175 swipes/semester) + $500 Dining Dollars ($250/semester)

• Silver Meal Plan – 200 swipes per year (100 swipes/semester) + 500 Dining Dollars ($250/semester)
• Bronze Meal Plan – 130 swipes per year (65 swipes/semester) + 500 Dining Dollars ($250/semester)
• Herbie 25 Meal Pack Add-On – 25 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 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 Selleck 4000 residents.
- There is a limit of five (5) card scans per meal period, any combination of restaurants allowed.
- Meals are refreshed weekly on the Platinum and Diamond 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 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.
- Full contractual meal service begins August 19, 2020.
- The NCard is non-transferable and may be used ONLY by the student to whom it is issued. Answers to frequently asked questions are found at http://go.unl.edu/dining-FAQ.

GUEST MEAL ALLOWANCE

Students with the All-Access meal plan may bring a guest, free of charge, to any of the five dining centers up to three times per semester. The guest allowance may be used for any meal excluding the December holiday meal and grab n’ go locations. This guest allowance is designed to include family, friends, faculty or other guests in your living and learning experience with University Housing. Guest Meal Allowances do not apply to the Red, White and Herbie Meal Packs.

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.

EXPANDED MEALS FOR TRADITIONAL BREAK HALLS

Lunch meals will be served Thanksgiving Break (November 21, 23 and 24) and semester break (January 2, 3, 4 and 5) for students with meal plans I Regular meals will resume at all the dining centers the Sunday night before classes begin after fall, winter and spring breaks. Go to go.unl.edu/dining for full details on dates and times.

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 $1,000.00 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.
Payment Terms & Conditions

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 BY 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 “2020-21 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 21st 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.

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 the Office of Student Accounts, 124 Canfield Administration Building, PO Box 880413, Lincoln NE 68588-0413, or contact Student Accounts at (402) 472-2887.

LEARNING COMMUNITY BILLING
Your September bill will have a one-time $95 charge for your Learning Community.

HUSKER DEFERRED PAYMENT PLAN
The Husker Deferred Payment Plan (HDPP) offers students and parents an alternative payment option to ease the burden of having to make one large payment each semester. Students can either pay the full amount of their semester bill on the semester’s first payment due date, or pay it in two or three monthly installments. The plan is available for the First and Second semesters to all enrolled UNL students and covers tuition, mandatory fees, and contracted University Housing charges. Go to studentaccounts.unl.edu for more information.
<table>
<thead>
<tr>
<th>Traditional Halls  (Non-break housing)</th>
<th>Room and board</th>
<th>Due September</th>
<th>Due February</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abel/Sandoz/Harper/Selleck</td>
<td>Double</td>
<td>$3,864.24</td>
<td>$3,667.76</td>
<td>$7,532.00</td>
</tr>
<tr>
<td></td>
<td>Super Double</td>
<td>$4,018.16</td>
<td>$3,813.84</td>
<td>$7,832.00</td>
</tr>
<tr>
<td></td>
<td>Single</td>
<td>$4,172.07</td>
<td>$3,959.93</td>
<td>$8,132.00</td>
</tr>
<tr>
<td>Love Memorial Cooperative</td>
<td>Double Room</td>
<td>$2,697.58</td>
<td>$2,560.42</td>
<td>$5,258.00</td>
</tr>
<tr>
<td></td>
<td>Single Room</td>
<td>$3,005.41</td>
<td>$2,852.59</td>
<td>$5,858.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Traditional Halls  (Break housing)</th>
<th>Room and board</th>
<th>Due September</th>
<th>Due February</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Massengale Trad, Schramm, Smith</td>
<td>Double</td>
<td>$4,018.16</td>
<td>$3,813.84</td>
<td>$7,832.00</td>
</tr>
<tr>
<td></td>
<td>Super Double</td>
<td>$4,172.07</td>
<td>$3,959.93</td>
<td>$8,132.00</td>
</tr>
<tr>
<td></td>
<td>Single</td>
<td>$4,325.98</td>
<td>$4,106.02</td>
<td>$8,432.00</td>
</tr>
<tr>
<td></td>
<td>Triple (Smith only)</td>
<td>$3,864.24</td>
<td>$3,667.76</td>
<td>$7,532.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Hall</th>
<th>Room and board</th>
<th>Due September</th>
<th>Due February</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selleck 4000</td>
<td>Single</td>
<td>$4,172.07</td>
<td>$3,959.93</td>
<td>$8,132.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Suite-style Halls</th>
<th>Room and board</th>
<th>Due September</th>
<th>Due February</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Suites, Eastside Suites, Knoll Residential Center</td>
<td>Double</td>
<td>$4,057.66</td>
<td>$3,851.34</td>
<td>$7,909.00</td>
</tr>
<tr>
<td></td>
<td>Single</td>
<td>$4,211.57</td>
<td>$3,997.43</td>
<td>$8,209.00</td>
</tr>
<tr>
<td></td>
<td>Private</td>
<td>$4,365.49</td>
<td>$4,143.51</td>
<td>$8,509.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Apartment-style Halls</th>
<th>Room and board</th>
<th>Due September</th>
<th>Due February</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courtyards, Village, Massengale</td>
<td>4-Bedroom</td>
<td>$4,329.06</td>
<td>$4,108.94</td>
<td>$8,438.00</td>
</tr>
<tr>
<td></td>
<td>2-Bedroom</td>
<td>$4,762.07</td>
<td>$4,519.93</td>
<td>$9,282.00</td>
</tr>
<tr>
<td></td>
<td>Studio</td>
<td>$5,195.08</td>
<td>$4,930.92</td>
<td>$10,126.00</td>
</tr>
</tbody>
</table>

First-year students are required to have either the All-Access, Platinum or Diamond meal plan. Apartment-style and Selleck 4000 residents are not required to purchase a meal plan. All other residence halls require a meal plan.
Meal Plans

Dining Services meal plans are designed to allow for greater flexibility for upperclass students. Freshmen can choose from an All-Access, Platinum 15/600 or Diamond 10/1200 meal plan. Learn more about meal plan options: housing.unl.edu/2020-21-meal-plan-options.

<table>
<thead>
<tr>
<th>Meal Plan Options</th>
<th>Due September</th>
<th>Due February</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Access-21 Meal/week</td>
<td>$2,419.56</td>
<td>$2,233.44</td>
<td>$4,653.00</td>
</tr>
<tr>
<td>Platinum 15/600</td>
<td>$2,419.56</td>
<td>$2,233.44</td>
<td>$4,653.00</td>
</tr>
<tr>
<td>Diamond 10/1200</td>
<td>$2,419.56</td>
<td>$2,233.44</td>
<td>$4,653.00</td>
</tr>
<tr>
<td>Gold 350/500</td>
<td>$1,762.50</td>
<td>$1,762.50</td>
<td>$3,525.00</td>
</tr>
<tr>
<td>Silver 200/500</td>
<td>$1,262.50</td>
<td>$1,262.50</td>
<td>$2,525.00</td>
</tr>
<tr>
<td>Bronze 130/500</td>
<td>$887.50</td>
<td>$887.50</td>
<td>$1,775.00</td>
</tr>
<tr>
<td>Herbie 25 Meal Reload</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$270.00</td>
</tr>
<tr>
<td>Dining Dollars Reload</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Love Food Allowance</td>
<td>$500.00</td>
<td>$500.00</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

MEAL PLAN CANCELLATION SCHEDULE

FALL SEMESTER Aug. 19 - Sept. 2, 2020 ............................ $0
Sept. 3 - Dec. 21, 2020 .............................................. 40% of remaining balance of the contract*

SPRING SEMESTER Jan. 8 - Jan. 21, 2021 ........................................ $0
Jan. 22 - May 8, 2021 .............................................. 40% of remaining balance of the contract*

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

<table>
<thead>
<tr>
<th>Residency</th>
<th>Abel, Harper, Massengale Trad, Sandoz, Schramm, Smith, Selleck (except 4000) and Suites</th>
<th>Love Memorial and Selleck 4000</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd - 5th year</td>
<td>$500.00</td>
<td>$250</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.

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).

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.

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).