TRADITIONAL HALLS

2013-14 Housing Contract Policies

Abel | Burr | Fedde | Harper | Husker | Knoll Residential Center | University Suites
Love Memorial Co-Op | Neihardt | Pound | Sandoz | Schramm | Selleck | Smith

University of Nebraska–Lincoln

housing.unl.edu
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**What’s New at University Housing**

**University Suites:** The first of two newly constructed apartment-style residence halls located just west of North Residential Center will be open Fall 2013. Our second apartment hall will open Fall 2014. These facilities will be home to approximately 500 newly enrolled students, second year learning Community and Honors Program students as well as new freshman.

**Learning Communities:** Learning and Scholars Communities at University of Nebraska-Lincoln help students make an easier transition to college & succeed with professors outside of class. UNL Housing has piloted several new first year Learning Communities and has begun offering secured learning Communities. The deadline for new freshmen to join a learning Community is April 1, 2013. For more information visit www.unl.edu/housing.

**Text Messaging and Email Updates:** Students and parents can sign-up to receive texts and email alerts. Hall-specific information regarding deadlines, holiday meal information, fall closing, etc will be provided. To sign up go to housing.unl.edu and complete the information under “Redeem Hall Updates.”

**Guidebook:** Download the mobile application “GUIDEBOOK” to your smart phone or tablet. It will contain all housing information you will need, even when new information, maps, nils (ball GPS), contact information and more while you are on campus. http://guidebook.com using USP login.

See Advance Payment changes on page 27 and Cancellation Terms page 30.

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<table>
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<th>Type</th>
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</table>

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**BILLS CAMPUS**

Re: Bill/Credit

- Abel Hall

- Sandusky Hall

- Gael Diversity Suites

- Pernufshank

- Noel Hall

- The Vineyard

- SELECT

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**RESIDENCE HALL FACILITIES INFORMATION**

**University Housing Contact Information**

**GUIDEBOOK**

Download the mobile application “GUIDEBOOK” to your smart phone or tablet. It will contain all housing information you will need, even when new information, maps, nils (ball GPS), contact information and more while you are on campus. http://guidebook.com using USP login.

See Advance Payment changes on page 27 and Cancellation Terms page 30.

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**UNIVERSITY OF NEBRASKA–LINCOLN**

**RENEWAL HALL**

3
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 22, 2013. This contract is legally binding for the entire academic year, and it can only be cancelled as stipulated under the Contract Cancellation Schedule (see page 6).

The on-line Residence Hall Contract is adapted and incorporated as if fully set forth herein.

Your Residence Hall Contract includes:
- Room (including utilities, furnishings)
- Board (meals)
- Basic cable TV service
- Broadband access and wireless Internet access
- Membership in the Residence Hall Association (RHA)
- Refrigerator (see Residence Hall Facility Information)

Family Housing
Students who are married and/or have custody of children, please contact Family Housing at (402) 472-3732 or (800) 742-8805 ext. 3733.

Your Residence Hall Contract includes:
- Your Residence Hall Contract, including requests for single rooms, are subject to availability and special arrangements with Abel/Sandoz/Harper/Husker 4000 (rooms through 4400) are subject to availability and special arrangements with Abel/Sandoz/Harper/Husker 4000 (rooms through 4400).

Introduction to Your Residence Hall
Floor Plans

Students with Disabilities
UNL Housing is committed to providing accommodations to students with disabilities in the residence halls. Students who require reasonable accommoda-tions 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 reason-able accommodation in the residence halls must contact the Director of Services for Students with Disabilities at (402) 472-3737 by May 15 for the fall semester or October 15 for the spring semester.

If you are under age 19
1. A parent or guardian must sign as a guarantor.
   a. By offering his/her signature as a co-signer and guarantor, the parent or guardian acknowledges responsibility for payment of room, board, and other fees under the conditions of this contract should the student default on payment.
   b. On-Campus Residential Requirement
   i. The University of Nebraska-Lincoln requires all unmarried students with less than 27 credit hours and who are under 19 years of age after the fall day of classes for the fall semester to live in University-approved housing for the entire academic year. This policy applies to both fall and spring semesters.

2. If you are planning to live with parents/guardians and are within the allowable commuting distance, the Residential Requirement form must be signed and returned to University Housing. To request a form, you may call (402) 472-3885 or visit http://housing.unl.edu/forms.

Residence in UNL Residence Halls, the following options are available to students:

- A student may reside in another University-approved housing. This includes approved internitories, co-ops, or on-campus arrangements with parents/guardians and is subject to University regulations, including the assurance of the property owner that the student resides in the property. In such cases, the University requires that the student reside in one of the on-campus dormitory facilities or the newly constructed residence hall.

- A student may live with his or her parent(s) or legal guardian(s) and commute from home, provided that the student resides within 30 miles of the UNL campus and the newly constructed residence hall.

Residence in UNL Residence Halls, the following options are available to students:

- A student may reside in another University-approved housing. This includes approved internitories, co-ops, or on-campus arrangements with parents/guardians and is subject to University regulations, including the assurance of the property owner that the student resides in the property. In such cases, the University requires that the student reside in one of the on-campus dormitory facilities or the newly constructed residence hall.

- A student may live with his or her parent(s) or legal guardian(s) and commute from home, provided that the student resides within 30 miles of the UNL campus and the newly constructed residence hall.

- A student may live with a close relative (grandparent, brother, sister, aunt or uncle) provided the relative is over 19 years of age, and the residence is within 30 miles of the UNL campus.

- A student may live with his or her parent(s) or legal guardian(s) and commute from home, provided that the student resides within 30 miles of the UNL campus and the newly constructed residence hall.

April 1 “Priority Date”

Submit your contract by April 1 to:
2. Participate in the Roommate Finder in MyRF
**Residence Halls**

All halls are co-ed except Love Memorial Cooperation. Rooms in other halls are designated by gender or fall only, except West Hall, which has "segregated" sex pods. For suite-style halls, all residents in a unit will be of the same biological sex.

**Room Furniture**

Furniture in rooms may not be removed or altered.

Abel/Sand/Harper/Schramm/Smith

Abel/Sand/Harper/Schramm/Smith residence halls have fully been removed. Amenities include updated heating-cooling equipment in resident rooms and renovated bathrooms, lounges, and other common areas. Resident rooms include a 4-leg/adjustable bed for each student, computer-friendly desks, a 4-cu 6-gal refrigerator/freezer, a dry erase board on each door and a full-length mirror. A limited number of Super Doubles reside in the large rooms. These rooms cannot be converted to a single room.

Barr/Falbe

Barr/Falbe rooms include a 4-leg/adjustable bed and a twin long bed (or in a few cases twin short bed) on each door and a full-length mirror. Barr has a Microfridge (microwave, 2.5-cu refrigerator/freezer in one unit). Falbe has a 4-6-gal refrigerator/freezer.

Husker Hall

Husker Hall, located at 23rd and Vine Street, is designed for upper-class, nontraditional and graduate students. Rooms include a 9-7-cu refrigerator/freezer, a microwave, a dresser, a desk, and a headboard. Husker Hall is for a single room only. A large kitchen is located in the hall for residents to prepare meals. Full kitchen facilities are available to each resident through a kitchen facility contractual board. Call Community Office at 402-472-3541 for more information.

**Sue-/Style Halls**

See pages 17-18 for information about suite-style living.

**Lofs In Your Room**

Included in your room are: Abel, Harper, Falbe, Sand, Schramm, Sabel, Smith Halls and suite-style halls are furnished with a 4-leg/adjustable bed in each room for each student.

Barr Hall will be furnished with a 4-leg/adjustable bed and one regular bed in each room. Residents may request an additional adjustable bed after they have checked into the room.

**Love Memorial**

Love Memorial, located at East Campus, is a cooperative housing option for female undergraduate students. As part of the cooperative housing experience, Love residents are required to participate in weekly cooking and cleaning rotations that may take approximately 60 hours per week or more. Residents may be subject to sanctions, including removal from the hall, if they fail to perform any or all of the required cleaning and cooking tasks associated with a cooperative experience. Students will be allowed to participate in the Love Memorial cooperative option should UNL's office of Students with Disabilities determine that, if any accommodation is appropriate and available to them for this housing option.

The Love Memorial contract is for one year only, which includes bed and desk. Some rooms have built-in closets. A total of $1,000 is due for the academic year for food excellence and programming. This amount is subject to change iffound in incapable. Room and board charges will be uploaded to the UNL central bill.

**Pond**

Pond rooms include an extra-long twin bed, a Microfridge (microwave, 2.5-6 cu refrigerator/freezer in one unit), a desk, dresser, a dry erase board on each door, and a full-length mirror. Residents may request a left or right hand available at no charge.

**Selleck/Nebraska**

Selleck and Nebraska feature fully controlled heating-cooling equipment in each room and renovated bathrooms and other common areas. Resident rooms include a 4-leg/adjustable bed for each student, computer-friendly desks, a 4-cu 6-gal refrigerator/freezer, a dry erase board on each door and a full-length mirror.

Husker Hall and Falbe Halls are furnished with a single regular bed. Residents may request a cloth bed after they have checked into the room. Students are not allowed to bring their own linens. Guard rails and bedside rail will be available when you first sign in. It will be up to you to move in as an additional charge. Contact your Facilities Office if you need assistance in adjusting the height of your bed.

**Contracts and Terms of Conditions**

Both the Thursday and Friday scheduled access plans provide students the opportunity to select next rooms from any of the residence halls dining services and the East Campus Ice Cream Cob is an unlimited meal plan. Rooms 7 and 6 unlimited meal plans do not include purchases at the convenience store in your residence hall.

The student's permit PIN is located at the residence hall dining center. They are to be returned for the Housing website and all the dining halls. Full meal service begins August 20, 2013. Complimentary meals will be served beginning August 22, 2013. Check the Housing website for details. A continental "grab and go" breakfast will be available Monday-Friday in Knoll Residential Center.

LUN takes pride in meeting vegetarian, vegan, allergic-sensitive and other dietary needs. If you have a special dietary need, contact the Assistant Director of University Dining Services. See page 22 for more information about your meal plan.

Single room contracts will be honored for upper class students when space is available. Refer to sections on specific halls for policy on furniture.

Although University Housing will attempt to assign residence hall living accommodations to all students based upon the student's residence hall request, University Housing cannot always do so. Super doubles 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 dorm housing.

**Housing Assignment Procedures and Policies**

Assignments are made on a first-come, first-served basis. While every attempt is made to assign students to their preferred assignments, this is not always possible. Early return of your contract is encouraged.

New freshmen students are encouraged to take advantage of the "Roommate Finder" in MyRed. Starting in January through spring, new students can correspond online with other new freshmen with similar interests and decide whether they would like to be roommates. roommate requests must beunal and included when the contract is submitted or update by editing your housing contract online. You must have a signed contract before you can access the Roommate Finder in MyRed.

Room assignment notification will be available June 10 for contracts received by April 1. For contracts received after April 1, information will be available at the end of July, or before August 1. Information will include hall and room assignment, student room number, roommate's name, roommate’s phone number (if published), email address and mailing address. If you are in a double or double super room that does not have a roommate assigned, for security a roommate may be assigned.

University Housing reserves the right to assign students to a hall opened for broad housing, or any Hall (East or City Campus), even if not requested by the student. Students will be notified of the added cost of the assigned hall of apartments. Students may request to be released by contacting the Assistant Director of Housing for Contracts and Student Services before the halls open. After halls open, contact the Resident Director.

No rate reduction will be made for those who have contracted for space in a certain date and then decide to leave the residence hall on a later date. A student’s room may not be used by any other person even when a roommate is assigned. Switching of room contracts is not permitted. University Housing reserves the right to release rooms when a contract has been made for a certain space and the residence hall.

Contracts effective after August 22, 2013 (full semester) and January 15, 2014 (spring semester), after releasing the space. Contracting changes will be made after 24 hours into their assignment. This allows time for staff to inform current students in the space about the new arrangements.

**Consolidation (If Your Roommate Leaves)**

If you lose your roommate, you may request to be assigned by your Residence Director (RD) to review the choices you have available. You may request the following options:

1. Selecting your own new roommate

2. Assigning a roommate with another student with double room status

3. Assigning a roommate to a single room status (if not renting in a super double or super single) to space. See Billings for single space.

4. Housing assigning you a roommate.

If you are not happy with the choices you were able to choose, your Residence Director will select the option that best suits your situation. This process ensures fairness to all residents and helps us to cost allocate our way of space. The specifics of this policy implementation vary from hall to hall, so please check your single is super double, dorm housing, as requested, with your RD.

**Pond and Fellde Singles (upgraded classes)**

Although University Housing is working to provide for two people mutually requesting to be assigned to a room, should there be a double only and your roommate requests one, you have the following options:

1. Select your own new roommate.

2. Ask your RD to assign someone to your room.

3. Your roommates requests to another floor to your room and another student

4. Convert your contract to a single room status.

If after 30 day period, you are unable to find a roommate and your room does not allow someone to assign to your room, you may request to be assigned to a single room or to another residence hall.

**Contract (Room/Hall) Changes**

If you wish to change your room status (Double/Single Double) or hall you must sign a permission to do so from the Residence Director of your hall and the Residence Director of the hall to which you wish to move it changing halls. The Residence Director of your hall will give you in form approving the change and the date the change to be effective. You need to sign this form indicating that the room portion of your contract is in the hall to which you wish to move. Please note: A contract cannot be converted to a single room status. Charges will be reflected on the consolidated bill. You and your roommate must request conversion to a single room status, you will be required to have a roommate at the time of the change.

If your roommate moves out or you wish to change your rooms, the Residence Director is the person to see. No room changes will be made during the first three to four weeks of school while everyone is getting settled. During this time, students are not permitted to move rooms or residence halls without the Residence Director’s permission.

Billings Plan and Advance Payment

The start in August 17, through 24 for academic year. There are two billing plans from which to choose. Billing Plan 1 is the two installment billing plan (one installment each semester). Billing Plan 2 is an installment plan (three installments each semester). An additional nonrefundable charge will be assessed for this option, payable in two installments. The first installment is due September 1, and the second installment is due December 1. Information is available at the MyRed website. Billing Plan 1 is optimal for those students who have existing financial aid and above, the remainder will help to cover housing costs. You may find an advance payment of $1250 due and payable prior to move in (to be refunded at housing departure). The advance payment is applied to the final billing spread of the contract.

**Temporary Rooms**

In some cases it becomes necessary to assign students to temporary rooms, for example, a converted lounge or large bend. As soon as space becomes available, students are assigned to a double room. The temporary room may 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.

University Housing furthers respects the right of students to be assigned by the residence director to the residence hall of preference. If students request to be assigned to the residence hall of preference, students must be in compliance with the residence hall policies that are in effect for the residence hall of preference. If students are in compliance and request to be assigned, students will be assigned to the residence hall of preference. If students are not in compliance, students will be assigned to a single room.

University Housing will consider the student’s request to be assigned to the residence hall of preference. Students must be in compliance with the residence hall policies that are in effect for the residence hall of preference. If students are not in compliance, students will be assigned to a single room.

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Retuning Student Discount (RSD) Eligibility
The returning student discount program reduces the cost for traditional residence hall room and board. The returning student discount does not apply to suite-style halls. To qualify for a returning student discount for the 2013/2014 academic year, you must meet the following conditions:
1. Live in the residence halls for the entire spring semester of the prior academic year.
2. Sign 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 as follows: Billing Plan 1 applied in February, Billing Plan 2 applied in March. The RSD program is renewable by University Housing on an annual basis.

While the returning student discount does not apply to suite-style halls, occupancy in that hall will count as a “residence year” in counting credits to be applied to be traditional hall rate in subsequent years.

Early Checks-In
Checking into the hall before the official opening day, Thursday, August 22 at 6 a.m., is highly discouraged. It is circumstances revealing your housing to move in before official opening, you must submit a written request to the Assistant Director of Housing for Contracts and Student Services two weeks prior to your requested move-in. Permission may be granted according to the hall and room assignment and move-in dates.

The guest room count rate will be charged. The current guest room rate, subject to change, is $34 per day. The same fee will be applied for storage and/or occupancy. These charges will be posted on your Octobor bill.

Parking
Check with Parking Services for parking arrangements for Early Checks-In. Phone 402-472-3885 or email parking@unl.nebraska.edu.

Late Arrival
If you are arriving later than the first day of classes you must inform University Housing. If you do not contact the office, your housing contract will be cancelled as is new, room assigned to someone else and adjusted housing charges will be updated to your student bill.

Tobacco-Free Policy
All UNL residence halls are tobacco-free. You will be asked to indicate upon arrival whether you are willing to share a room with someone who smokes. If you or your requested roommate are smokers, indicate your willingness to share a room 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 room (i.e., the smell of smoke), etc. You do not the reside the individual, indicate to your contract that you prefer a non-smoking roommate. See page 15 for more information about the Tobacco Policy.

CANCELLATION ADJUSTMENTS/EXCEPTIONS/VARIABLES

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<tr>
<th>Reason for Cancellation</th>
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<tr>
<td>Academic Program - Student Advisor, Exchange, Coop, Internship and Student Teaching (Student must provide UNL Documentation to be considered for cancellation fee reduction)</td>
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<tr>
<td>Cancellation of Registration/Withdrawal/Dismissal/Transfer</td>
<td>$400.00</td>
</tr>
<tr>
<td>Graduation</td>
<td>$0.00</td>
</tr>
<tr>
<td>Marriage (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>Military</td>
<td>$0.00</td>
</tr>
<tr>
<td>*Plus Daily Room and Board Charges</td>
<td></td>
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No-Show
Any student who does not request cancellation in writing directly with University Housing and who is not occupying his/her room by 9 a.m. on the first day of classes of the fall semester of the current academic year and who has not earned $25 credits to abide by the off-campus residency requirement by being in the University approved housing. University Housing must adhere to this policy when addressing cancellations. This policy applies to both fall and spring semester entrance.

Cancelling BEFORE Hall Opening
All contracts must be cancelled in writing. You must contact the Housing DEPARTMENT DIRECTLY TO CANCEL. You will be changed from your current housing assignment to an off-campus residency status with no penalty, but your advisor will not cancel your Housing contract. Send an e-mail or your cancellation notice to:

UNL Housing
11510 or 11516 North 12th Street
Lincoln, NE 68588-0222

Email: housingrequests@unl.edu

When cancelling, please be sure to indicate a subject and include your name and UNL ID number.

UNL Housing responds to all e-mails. If you do not receive a response, the e-mail has not been received by our office.

This notice must be postmarked or received by the specified dates in the Cancellation Schedule above to be considered for the corresponding fee.

No cancellations will be accepted after the official hall opening. (First day, opening of the fall semester of the current academic year). The fall semester of the current academic year is defined as being the fall semester of the academic year who have not been assigned a room in the residence hall. Students who are not required to abide by the on-campus residency requirement should contact their hall at least three weeks prior to their required check out date to obtain application materials and complete the on-campus residency requirement process.

No cancellations will be considered without the proper residence hall check-out form completed and signed by the student. The student hall signature is required to complete the process.

A student who cancels the student’s year contract for spring semester must reside in the hall, as late as the last day of the fall semester and preceding the Spring semester in which you are expected to return.

If the student is not in the residence halls by the Spring Semester must reside in the hall, as late as the last day of the fall semester and preceding the Spring semester in which you are expected to return.

In cases of inclement weather, University Housing will monitor weather conditions, and if warranted, will announce extended closing times.

Cancelling AFTER Hall Opening
Anyone willing to cancel a contract after the official hall opening. (First day, opening of the fall semester of the current academic year). The fall semester of the current academic year is defined as being the fall semester of the academic year who have not been assigned a room in the residence hall. Students who are not required to abide by the on-campus residency requirement should contact their hall at least three weeks prior to their required check out date to obtain application materials and complete the on-campus residency requirement process.

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Students not living in the residence halls for the Spring Semester must check out of the hall by Saturday, December 21st at 10 a.m. If your circumstances necessitates a late check out for halls open on weekends it is approximately your last residence, you will be charged $150 processing fee plus the daily rate of $24 to be collected at the hall. These changes need to be paid in advance.

Personal Property Remaining in the Room
Any personal property remaining in the room after the resident cancels the residence hall contract will be removed from residence halls and disposed of at the university’s discretion.

No-Show
Any student who does not request cancellation in writing directly with University Housing and who is not occupying his/her room by 9 a.m. on the first day of classes of the fall semester of the current academic year and who has not earned $25 credits to abide by the off-campus residency requirement by being in the University approved housing. University Housing must adhere to this policy when addressing cancellations. This policy applies to both fall and spring semester entrance.

Check-Out Procedures
The following procedures must be adhered to when checking out of your room:

• Contact your Residence Director to receive permission.
• Dorm 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.
  • Turn in your keys to the complex Facilities Operations office
  • Turn in your room key and mail box key to the front desk.
  • Complete the provided moving out checklist. Any overdue fees or charges will be charged to your room account.
  • Pay for any damages
  • Complete the Check-Out Form
  • Notify UNL Registration and Records of address and phone number changes.

If the preceding steps are not followed by the student, an improper check-out fee of $50 will be posted to the student’s account. Students required to comply with the co-campus residency requirement who check out prior to completing the move process will be assessed an additional fee of $10. The student is still responsible for properly completing the move process.

Cancelling your contract because your roommate has cancelled or moved out of your room will not reduce your cancellation fee.
**Rights and Responsibilities as a Resident**

As a living community, there are policies that must be followed so that all residents can live together cooperatively and maintain a positive learning environment. The residence halls allow students to grow in independence, responsibility, and freedom.

This living space requires that students possess the life skills that are needed to live in our independent living environment. Residents are expected to exhibit maturity and responsible behavior. We expect you to be able to discriminate because you are self-accountable for your behavior and the choices you make. When there are large groups of people living together, there is a need for community standards so everyone has the same expectations and everyone is treated with respect.

University Housing reserves the right to deny or cancel housing applications or contracts (if Housing, in its reasonable discretion, determines that student's past/current behavior or a student's criminal conviction indicate possible risk to the safety, health, life or property of any person, or possible risk to the safety and security of any property, or presents a serious threat to the University Housing community or long-term housing environment.

**Consequences of Inappropriate Behavior**

As a member of a residence hall community, it is your responsibility to let others know if you think they are violating your rights, just as you are expected to let others know if you violate others' rights. Staff members will also address inappropriate behavior.

We view discipline as part of the learning process. Student who chooses to violate University Housing policy will be referred to the Residence Director or to the Office of the Dean of Students. Possible sanctions include:

- Verbal warning
- Behavior requirement: University Housing or warning or educational requirement

Although University Housing will attempt to assign residence hall living accommodations based upon the student’s resident hall request, 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 freshman housing.

**Housing Assignment Procedure and Policies**

Assignments are made on a first-come, first-served basis. While every attempt is made to assign students to their preferred assignment, this is not always possible. Early return of your contract is encouraged. New freshmen students are encouraged to take advantage of the “Roommate Matching Program” to allow you to pick your roommate. Qualified students may be assigned to housing based on a housing lottery several weeks after the fall application deadline. No exceptions will be considered.

**Consolidation (If Your Roommate Leaves)**

If your roommate leaves during the semester you will be contacted by your Residence Director (RD) to review the choices available to you. Your available choices may include:

1. Selecting your own new roommate
2. Moving to another room with another student with double room status
3. Changing your contract to single room status (if you need a new roommate)

**Step-by-Step Process of the Behavioral, Alcohol and Drug Intervention Plan**

Disciplinary responses will be applied according to the following schedule: cooperative behavior and severity of violation. The criteria to be met in order to terminate your Housing Contract. Any discipline from the residence hall must be approved from the Associate Director of University Housing for Residence Life. Initial referral of the University includes an administrative hearing with a student judicial officer (disciplinary hearing officer). Disciplinary procedures must be followed at the University of Nebraska Lincoln Office of the Dean of Students or with the Office of Residence Life.

If you have questions concerning your rights or responsibilities as residents, it is strongly encouraged you to contact your Residence Community Assistant Resident or Residence Director/Residence Manager.
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The University of Nebraska is committed to providing the best network and service connections possible to all residence hall students. Students connected to the personal computer to the University network are responsible for following all of the guidelines and regulations of the UNL Computer Use Policies and Rules, available on the UNL home page at http://net.unl.edu/wireless/network.shtml

Personally-owned wireless adapters are not permitted in the residence halls. If you are found to be in violation of any UNL Computer Use Policies and Rules, your computer will be disconnected. If a room computer port is deactivated, if a room computer part is not available in the residence hall for any reason, or if you believe you may have disabled instead of reactivated a computer port, please contact the Residence Hall Manager or the University Police Department. If you are unintentionally disabled, a temporary solution will be provided. If you still have problems please contact the Network Help Desk at x3335. For these and other related issues, please contact Charles Long, Director of Services for Students with Disabilities, at x3335.


drugs, or other illegal drugs or in the room in question or to transport drugs to the residence hall for drug use or drug-related activities.

We will use the email address indicated in your current account to send you announcements and important Housing information. Students are responsible for responding to information sent to them via this email account. Electronic communications sent by University Housing will be deemed received on the next University business day after the day the email was sent. University Housing is not responsible for email communications blocked due to spam orohallahaskets imposed by the recipient’s email service.

University Housing staff is on call 24 hours a day, seven days a week to assist you in emergencies.

Who’s Who in the Halls/RHA

The residence halls are not designed for athletic events or hanging. It is important to leave hallways clear and maintain safety and move people through the area without any difficulty. There is no smoking of any kind, except as directed by the Resident Director of your residence hall. The residence halls are not designed for athletic events or hanging. It is important to leave hallways clear and maintain safety and move people through the area without any difficulty. There is no smoking of any kind, except as directed by the Resident Director of your residence hall.

We cannot post signs on the doors, windows, or other such surfaces. It is against the rules of the Halls and more specifically of the University to abuse the dormitory space.

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Suite-style halls are the latest addition to residence hall living at the University of Nebraska–Lincoln. These facilities are home to both new freshmen and upperclass students in a combination of two-person, diverse bedroom suites (shared bedroom) and four-person, single-bedroom suites (individual bedroom). A limited number of private rooms are also available for upperclass students.

Suite-style halls feature numerous TV/video and study lounges and a laundry room on each floor. Both halls have game rooms and share a convenience store and a central breakfast area.

All suites will be singles (that is, all female, or all male), and each floor may include a mixture of male and female suites.

Your residence hall contract in suite-style halls includes:

- A room with a dresser, desk, chair, and lights/adjustable bed
- A choice of 5unday unlimited or 7unday unlimited meal plan
- A continental "grab ‘n go" breakfast, available Monday-Friday
- A shared living room area with a sofa, chair and entertainment stand
- A shared snack prep area with refrigerator and microwave
- Suite bathrooms with two sinks, separate toilet area, & shower
- Suite bathrooms cleaned by Housing staff every other week
- Sign-out account and general purpose cleaner provided for use in the suite
- Ethernet (wired) and wireless Internet access
- Basic cable TV service
- Membership in the Residence Hall Association

Contract terms and conditions that apply to the traditional residence halls (Hall, Sandus, Pound, Neihardt, Harper, Schramm, Smith, Seebec, Burt, and Neubauer) also apply to Knoll and University Suites (suite-style halls).

Eligibility

New freshmen will be:

- Eligible to live in the four-person, double-bedroom suites (shared bedroom)
- Assigned as a first-year, first-semester student

- Will not be permitted to move into the four-person, single-bedroom suites during their first year as a freshman.
- The four-person, single-bedroom suites (individual bedroom) and a limited number of two-person, apartment-style suites (shared bedroom) are reserved for upper-class students, graduate students, or nontraditional freshmen ready for a more independent living environment.
- To qualify for the upper-class suites (single bedroom):
  - Students who have lived in UNL residence hall or residence hall at another institution of higher education for at least two semesters, or
  - Students must be at least 15 years of age by the first of the fall semester and have at least sophomore class standing.

Housing Assignment Procedures and Policies

Some of the four-person, double-bedroom suites will be reserved for new incoming freshmen. Incumbent freshmen are only allowed to request one roommate and the request must be mutual.

As is the case in traditional residence halls, we accommodate mutual roommate requests when requests are made in the online contract and all roommate requests are completed in a timely manner. New freshmen and transfer students will be assigned to Knoll Residential Center and University Suites, respectively, and served basic, according to the contract received date.

Break Housing

Suite-style halls (Knoll and University Suites) will be open during Univer-
sity break periods on Thanksgiving, winter break and spring break. No meals are served during these break times. In addition, some services such as suite bathroom cleaning and full front desk hours will be limited or unavailable during these times.

Returning Student Discount Does Not Apply

The Returning Student Discount (RSD) program does not apply for stu-
dents living in the suite-style halls. Occupancy in these halls does count, however, for purposes of calculating eligibility for the Returning Student Discount in traditional halls. For example, if a student lives in suite-style halls their freshman year then moves to a traditional hall (Hall, Sandus, Neihardt, Harper, Schramm, Smith, Seebec, Burt, and Neubauer) but then moves to a Knoll or University Suite during their sophomore year, they will remain eligible for the RSD for the second year. For more information refer to Contract Terms and Conditions RSD Eligibility in this brochure.

Hall Change

There is no additional charge to a student moving between suite-
style halls Knoll and University Suites and "traditional" halls (Pound, Sandus, Neihardt, Harper, Schramm, Smith, Seebec, Burt, and Neubauer).

Students moving to live in a suite-style hall to Courtyard Village will be charged a $100 processing fee if space is available.

Note that eligibility for a suite in Courtyard and Village is limited to upperclass and graduate students.

Moving Between Bedrooms or Suites

Students in either two or four bedroom suites must be: 'R', 'S', 'C', or 'D' to which a suite is assigned. Residents must reside in their assigned bedroom suite.

Before hall opening, residents can request a bedroom suite or suite swap by having all parties involved with the Housing office with their requests. (housing@unl.edu)

After hall opening, residents can request a bedroom suite or suite swap if the moves are coordinated in advance with the Residence Director. If such move occurs without the proper authorization from the Residence Director or RSO administration fee will be charged to each student involved.

Consolidation Assignment Policy

(For any move during the course of the year your roommate(s) cannot) cancel their housing contract, it is highly encouraged that you considerate another room

The following information will be offered to you:

- Choose a different roommate
- Consolidate with someone who has a space in their suite
- Housing will place a new roommate if you is available

Housing moves you to a new suite

Contracts and Assignments for 2014-2015

The re-contracting process for 2014-2015 is expected to begin in Febru-
ary 2014. Students living in suite-style halls will have priority to return to their current suite or the suite requested in an RSO re-contracting process by the published deadline. Wait for information begin-
ing in December about the schedule and process. Due to the popularity of suite-style halls, all reservations to the due date will be granted.

MISSCIAL INFORMATION FOR SUITE-STY HALLS

Access to Suite for Bathroom Cleaning

University Housing facilities staff will enter each suite every other week in order to maintain the bathroom area. Students living in suite-
style halls are encouraged to schedule access for this purpose. Residents who fail to maintain their bathrooms and keep them accessible for facilities staff may be charged a deep-cleaning service fee.

Paper Products

Students are responsible for providing their own paper products, such as paper towels and toilet paper.

Suite Condition, Repairs and Alterations

Residents are responsible for maintaining suites in a good, clean, safe and sanitary condition, except for reasonable wear and tear.

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

Housing will provide normal maintenance and repairs within the suite without additional charge to residents. The cost of significant repairs made necessary by abuse or misuse of the suite and its equipment or by resi-
dents or their guests will be borne by the residents. Residents are not permitted to make any alterations or improvements to the suite or its equipment.

Furniture and Walls

Each suite and bedroom comes fully furnished, and residents will not be permitted to remove or store furniture out of the suite. Furniture items are provided in rooms and bedrooms for your use, and you are not permitted to use these items for purposes other than those for which they were provided. Furniture and improvements in the suite will be removed promptly if you fail to vacate the suite or if you are granted the right to sublet.

Carpet Care

An area rug cleaner is included and must remain within the area. To remove stains and preserve the appearance of your area rug, you should consult all labels. If it is more than a shallow spill occurs, immediately clean it up with a cold, wet cloth. Be sure to contact the Facilities Office for any other carpet damage that cannot be removed by the resident. Promptly reporting any spills or stains will help prevent the hardship of permanent damage and the charges billed to the student.

Satellite Television Dishes

Suites in suites halls are not permitted.
Tables and Charts

Rates at a Glance

**TRADITIONAL HALLS**

<table>
<thead>
<tr>
<th>5-Day Plan</th>
<th>7-Day Plan</th>
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<tr>
<td>Double Room</td>
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**BOARD/PAY PLAN CHANGES** - Contract Change

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<tbody>
<tr>
<td>Double 7-day</td>
<td>$2,412</td>
</tr>
<tr>
<td>Single 7-day</td>
<td>$1,512</td>
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</tbody>
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**EARLY 83%**

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**EARLY 85%**

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**EARLY 87%**

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**EARLY 89%**

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**EARLY 91%**

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**EARLY 93%**

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**EARLY 95%**

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**EARLY 97%**

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**FRIDAY IN LATE DECEMBER**

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<th>Contract Option</th>
<th>Payment Due Date</th>
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<tbody>
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<tr>
<td>Single 7-day</td>
<td>$1,512</td>
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</tbody>
</table>
BILLING PLAN 1 (Two Installments) - Fedde, Pound and Husker Hall (Break Housing)

Fees, Pound and Husker Halls are open during U.N. breaks (Thanksgiving, Semester and Spring breaks.)

The $8,944.00 listed below is the cost to have your student stay in Fedde, Pound or Husker Hall. This includes Board, Room, S.U.P., Institutional and University Plan. The student will be responsible to pay their balance in full. This is your advance payment. This is applied to each bill due. You may contact the Office of Student Accounts for more information.

NO PILOT BREAK HOUSING:

Double 5-day $8,944.00 $6,502.03 $8,381.97 $400.00 $3,981.97
Single 5-day $8,944.00 $6,605.58 $6,875.42 $400.00 $4,275.42
Single 7-day $10,620.00 $7,411.14 $7,771.14 $400.00 $4,371.14

Note: The total advance payment will be applied to the last billing cycle of the spring semester as directed by your preference choice of Billing Plan 1 or Billing Plan 2. The advance payment will be applied in the central billing account and may be applied to University charges other than just housing charges. Remaining student discounts will be applied in the central billing account as follows: Billing Plan 1 applied in February and Billing Plan 2 applied in March.

Centralized Billing:

The University also has a centralized billing system. You can access your bill via the MyPage. All charges incurred for tuition and fees, University Housing, telephone charges, NICard purchases, service charges from the University Health Center, Campus Recreation, University Libraries, Lewis Training Table, and Parking Services will appear in one statement. After your advance payment has been sent to University Housing, your remaining payments will be made to the Bursar’s Office.

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

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

The Office of Scholarships and Financial Aid will credit all awards to your U.N. Student Account. To contact our office, you may call the Office of Student Accounts, 124 Canfield Administration Building, PO Box 880413, Lincoln NE 68504-0413, or contact Students Accounts at (402) 472-2887.

BILLS ARE DUE ON THE FOLLOWING DATES:

Fall: September 15, October 15, November 15
Spring: January 15, February 15, March 15

NOTE: The total advance payment will be applied to the last billing cycle of the spring semester as directed by your preference choice of Billing Plan 1 or Billing Plan 2. The advance payment will be applied in the central billing account and may be applied to University charges other than just housing charges. Remaining student discounts will be applied in the central billing account as follows: Billing Plan 1 applied in February and Billing Plan 2 applied in March.

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**Billing Plan Options — Nebraska**

The 5-day meal plan is Monday through Friday (six weekend). The 7-day meal plan is Monday through Sunday. (Charges for early check-in due to October are not included. Please refer to page 8 for detailed information regarding these charges.)

### BILLING PLAN 1 (Two installments)

**BILLING PLAN 1 (Two installments):** Adaptable for students who receive a substantial financial aid package to cover housing, tuition, books, etc. Financial aid will be applied to the first bill in the Fall and Spring Semester.

<table>
<thead>
<tr>
<th>Room and Board</th>
<th>Contract Amount</th>
<th>Due Sept.</th>
<th>Due Oct.</th>
<th>Less Adv.</th>
<th>Payment Due</th>
<th>Due February</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centralized</td>
<td>$9,256.00</td>
<td>$6,731.64</td>
<td>$6,334.76</td>
<td>$400.00</td>
<td>$6,934.56</td>
<td></td>
</tr>
<tr>
<td>Double 5-day</td>
<td>$9,341.00</td>
<td>$6,744.73</td>
<td>$6,357.26</td>
<td>$400.00</td>
<td>$6,757.26</td>
<td></td>
</tr>
<tr>
<td>Single 5-day</td>
<td>$9,341.00</td>
<td>$6,527.99</td>
<td>$6,302.61</td>
<td>$400.00</td>
<td>$6,920.01</td>
<td></td>
</tr>
<tr>
<td>Single 7-day</td>
<td>$9,491.00</td>
<td>$5,071.27</td>
<td>$6,609.73</td>
<td>$400.00</td>
<td>$6,809.73</td>
<td></td>
</tr>
</tbody>
</table>

**BILLING PLAN 2 (Six installments):** Financial aid will be applied to the first bill due each semester, any remaining balances will be sent directly to the student. You will be responsible to pay installments not covered by financial aid. An additional $60 non-refundable charge will be assessed for this option, payable in two installments of $30 each, September and February.

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<thead>
<tr>
<th>Room and Board</th>
<th>Contract Amount</th>
<th>Due Sept.</th>
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<th>Due Dec.</th>
<th>Less Adv.</th>
<th>Payment Due</th>
<th>Due March</th>
<th>Due April</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centralized</td>
<td>$9,256.00</td>
<td>$1,573.81</td>
<td>$1,311.52</td>
<td>$400.00</td>
<td>$1,911.53</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Double 5/day</td>
<td>$9,341.00</td>
<td>$1,508.24</td>
<td>$1,325.43</td>
<td>$400.00</td>
<td>$1,725.43</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single 5/day</td>
<td>$9,831.00</td>
<td>$1,670.00</td>
<td>$1,620.93</td>
<td>$400.00</td>
<td>$2,020.93</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single 7/day</td>
<td>$9,941.00</td>
<td>$1,608.42</td>
<td>$1,620.25</td>
<td>$400.00</td>
<td>$2,220.25</td>
<td></td>
<td></td>
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NOTE: The total advance payment will be applied to the last billing cycle of the spring semester as directed by your preference choice of Billing Plan 1 or Billing Plan 2. The advance payment will be applied to the centralized billing account and may be applied to University charges other than just Housing charges. Returning student discounts will be applied to the centralized billing account as follows: Billing Plan 1 applied in February and Billing Plan 2 applied in March.

### Centralized Billing

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

Do not send cash through the mail. For further information on receipt of your payments (excluding advance payment), please contact the Bursar’s Office at (402) 472-1173.

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

The Office of Scholarships and Financial Aid will credit all awards to your UNL Student Account to be applied against your tuition, fees, housing, and other institutional charges you have incurred. For further information on disbursement of refunds, please contact the Office of Student Accounts, 124 Canfield Administration Building, PO Box 880413, Lincoln NE 68580-0413, or contact Student Accounts at (402) 472-2887.

### Billing Plan Options — Love Memorial (Cooperative)

Love Memorial, located on East Campus, is a cooperative housing option for female undergraduate students. As part of the cooperative housing experience, Love residents are required to participate in weekly cooking and cleaning rotations that may take approximately 4-4½ hours per week to complete. Residents may be subject to sanctions, including removal from the hall, if they fail to perform any of the required cooking and cleaning tasks associated with Love’s cooperative experience. Students with disabilities that may impact participation in the Love Memorial cooperative option should consult UNL’s Office of Student Services for Students with Disabilities to determine what, if any, accommodation is appropriate and available to them for this housing option. The Love Memorial contract is for room only, which includes bed, desk and drawer. Some rooms have built-in lots. A total of $1000 is due for the academic year for food allowance and programming. This amount is subject to change if found to be inadequate. Room and board charges will be uploaded to the UNL centralized bill.

The Love Memorial contract is for room only, which includes bed, desk and drawer. Some rooms have built-in lots. A total of $1000 is due for the academic year for food allowance and programming. This amount is subject to change if found to be inadequate. Room and board charges will be uploaded to the UNL centralized bill.

### BILLING PLAN 1 (Two installments)

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<tr>
<td>Double Room</td>
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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, please contact the Office of Student Accounts, 124 Canfield Administration Building, PO Box 880413, Lincoln NE 68580-0413, or contact Student Accounts at (402) 472-2887.
BILLING PLAN Options — Abel, Sandoz, Harper, Schramm, Smith

The 5-day meal plan is Monday through Friday (no weekends). The 7-day meal plan is Monday through Sunday. (Charges for early check-out due in October are not listed below. Please refer to page 8 for detailed information regarding these charges.)

NOTE:
The Returning Student Discount does not apply to suite-style halls.

BILLING PLAN Options — Robert E. Knoll and University Suites (suite-style/break housing)

The 5-day meal plan is Monday through Friday (no weekends). The 7-day meal plan is Monday through Sunday. (Charges for early check-out due in October are not listed below. Please refer to page 8 for detailed information regarding these charges.)

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Returning Student Discount and Board-Only

RETURNING STUDENT DISCOUNT

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

To qualify for a returning student discount for the 2013-14 academic year you must meet the following two conditions:

1. Live in the residence halls for the entire spring semester of the prior academic year; and
2. Live in the residence halls for the entire fall semester of this academic year.

The Returning Student Discount amount is associated with your assignment at the time the discount is applied. Returning student discounts will be applied to the centralized billing account as follows: Billing Plan 1 applied in February, and Billing Plan 2 applied in March. The Returning Student Discount program is renewable by University Housing on an annual basis. The Returning Student Discount does not apply to suite-only halls.

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