Definitions:

**Academic Reasons**- Admission is cancelled or denied by the University of Florida’s or a student is academically dismissed from the University.

**Area Office**- The central location of each residence hall area where there is an operational desk to provide assistance to students.

**Breach of Contract**- Failing to perform any term of a contract, written or oral, without a legitimate legal excuse.

**Cancellation**- The act of or set process for the termination of the contract by the contract holder.

**Cancellation request**- Inquiry which the contract holder submits information on the housing portal.

**Conditional cancellation**- A cancellation based upon the student fulfilling their specific obligations to maintain non-enrollment during the term of contract cancellation.

**Continuing Student**- Student who has attended the University of Florida for academic purposes and live in campus housing.

**Contract Period**- The period of time from the beginning of the contract (move-in) to the end of the contract (move out).

**Contract Appeal**- The act of requesting to be released from the contracts financial obligation and terms.

**Contract Release**- The act of being released from the contracts financial obligation and terms.

**Deferment**- is a temporary delay of the rent due date to wait for the student’s financial aid money to disburse.

**Deferred Due Date**- Is the date in which a deferment expires and rent must be paid in full. If not paid by the due date then a late fee will be assessed.

**Early Cancellation**- Students may cancel their Contract early, with a penalty, if their cancellation is received via the Portal prior to a certain dated, based on the specific Contract Period. Incoming students who are admitted for Summer A 2014, Summer B 2014 or Fall 2014 who cancel their admission and housing prior to May 1, 2014 for Summer A 2014, Summer B 2014 or Fall 2014/Spring 2015 contracts. Incoming Innovation Academy 2015 admitted students who cancel their admissions and housing prior to August 1, 2014 for Spring 2015/Summer 2015 contracts. Continuing residents with contracts for Fall Only 2014 or Fall 2014/Spring 2015 prior to May 1, 2014. Continuing residents with Innovation Academy contracts for Spring 2015/Summer 2014 prior to August 1, 2014.
**Enrolled**- Students who are registered for academic courses during the applicable contract term.

**Gatorlink**- GatorLink is an individual’s computer network identity at the University of Florida. Every applicant, student, faculty and staff member is expected to have a GatorLink username and password.

**Housing Advance Rent Payment**- Pre payment of monies to complete the contract which will be applied toward the housing contract. This payment will also be one which the cancellation fee(s) would be deducted from.

**Incoming Student**- Student who has never attended the University of Florida for academic purposes.

**Innovation Academy**- An academic cohort that only attends on-campus classes during the Spring and Summer terms.

**Intersession**- The period of time between academic terms when the university is closed. Example would be Winter Break.

**Late Application Triple (LAT)** – Standard double rooms which are temporarily tripled with three occupants. Rooms may stay as a triple if no one opts to moving. These rooms have with three sets of furniture. These rooms will be converted to double rooms at the time that one of the current residents moves out of the room. Rent will be adjusted on a prorated weekly basis for the residents to a double rental rate. When late application triples are detripled, the furniture will remain in the room. The raised bed with the dresser underneath and bunk beds cannot be removed from the room.

**Non-attendance**- Is a status which only occurs for incoming/new students prior to the start of the academic semester where a student cancels their admission with the University of Florida.

**Non-Enrolled**- Is a status which only occurs for continuing students prior to the start of the academic semester.

**Main Housing Office**- Located at the corner of SW 13th Ave and Museum Road, located next to Beaty Towers. Office hours are Monday- Friday 8am- 5pm, except for university holidays.

**Portal**- The online environment for students to complete housing administrative processes.

**Returning Students**- Students who currently live on campus or attended the university and are returning to live on campus housing.

**Submitted**- Information returned to the Department of Housing and Residence Education regardless of format.

**UFL email**- The University required email address for all students. All official communications between Housing and the Student will take place through UFL email.
Withdrawn or withdraw- Is a status which only occurs once student has attending classes and then cancels all academic courses in which they were registered for.

The purpose of the Terms and Conditions of the University of Florida (herein referred to as “University”) Department of Housing and Residence Education (herein referred to as “Housing”) Residence Hall Contract (herein referred to as “Contract”) is to establish the Contract between the student and the University with regard to living in single student University housing. Under this Contract, the student is entitled to the use of an assigned space and facilities of a residence hall. The terms, conditions, and responsibilities are stated below:

PLEASE SEE DEFINITIONS SECTION ON WEBSITE

Types of Housing Contracts:

The following are contract options based on various academic terms. Please read this section carefully as some contract options are limited to specified students.


‘Fall 2014 Only’ Contract. This Contract is available to returning residents only and must be specially requested by email to fallonly@housing.ufl.edu Contract period: (August 19, 2014-December 20, 2014)

‘Spring 2015/Summer 2015’ Contract. This Contract is available to Innovation Academy admitted students only Contract period: (January 2, 2015- May 3, 2015/May 8, 2015-August 8, 2015)

‘Spring 2015 Only’ Contract. This Contract is available to incoming, returning, or transfer students and is not available to Innovation Academy admitted students. Contract period: (January 2, 2015- May 3, 2015)

‘Summer 2015 Only’ Contracts. This Contract is available to incoming, returning, or transfer students and is not available to Innovation Academy admitted students.

‘Summer C 2015’ Contract Period: (May 7, 2015- August 8, 2015)

‘Summer A 2015 Only’ Contract Period: (May 7, 2015- June 20, 2015)

‘Summer B 2015 Only’ Contract Period: (June 24, 2015-Aug 8, 2015)

Intersession Housing Contracts. This Contract is only available for students who are enrolled in the semester prior to the break period and after the break period.
SECTION A — Financial Obligations

Rent Payment

1) Students are required to pay a housing advance rent payment through the Portal. The balance rent payment (the difference between the amount of advance payment and the total rent) is due, in advance, as follows:

<table>
<thead>
<tr>
<th>Contract Type</th>
<th>Semester Due Date</th>
<th>Deferred Due Date</th>
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<tbody>
<tr>
<td>Fall 2014/Spring 2015</td>
<td>Fall 7/30/2014</td>
<td>10/1/2014</td>
</tr>
<tr>
<td>Fall 2014 Only</td>
<td>Fall 7/30/2014</td>
<td>10/1/2014</td>
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<tr>
<td></td>
<td>Summer 4/15/2015</td>
<td>5/27/2015</td>
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<tr>
<td></td>
<td>Summer A4/15/2015</td>
<td>5/27/2015</td>
</tr>
<tr>
<td></td>
<td>Summer B5/27/2015</td>
<td>7/15/2015</td>
</tr>
<tr>
<td>Summer C</td>
<td>Summer A4/15/2015</td>
<td>5/27/2015</td>
</tr>
<tr>
<td>Summer A Only</td>
<td>Summer A4/15/2015</td>
<td>5/27/2015</td>
</tr>
<tr>
<td>Summer B Only</td>
<td>Summer B5/27/2015</td>
<td>7/15/2015</td>
</tr>
</tbody>
</table>

Late Fee’s

Payments received after the above noted dates will result in the assessment of a $100 late charge.

2) This Contract is effective from the date of contract submission until the official end of the specified semester(s) of the Contract period noted on the Contract. A student must be enrolled in the University of Florida in order to be eligible for on-campus housing.

3) If the student is denied admission or suspended from the University for Academic Reasons, the student may receive a refund provided that he/she cancels the Contract. In these instances, if the student is in residence, prorated charges will be assessed through the date the student checks out of their room through their Area Office. If the suspended student is not in residence (has not checked in or has checked out prior to the first day of check-in for the next semester), a refund may be processed for the student, less a $175.00 cancellation charge. A student’s Contract may be canceled if the student’s admission to the University of Florida has been canceled for two weeks or longer. If a student is suspended or expelled from the University (for Nonacademic Reasons) or removed from housing a refund will not be issued.

Cancellation of Contracts:

<table>
<thead>
<tr>
<th>Contract Period</th>
<th>Continuing Students</th>
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<tbody>
<tr>
<td></td>
<td>Early Cancellation</td>
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<tr>
<td>Fall 2014/Spring 2015</td>
<td>$200</td>
</tr>
<tr>
<td>Fall 2014 Only</td>
<td>$200</td>
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</tbody>
</table>
Continuing students wishing to cancel the entire Summer C contract can only cancel for non-attendance. Continuing students wishing to cancel a portion of a Summer C Contract (A or B) must provide written documentation that the course they were planning to take is not available.

Cancellation of Contracts for Incoming students:

First year students must send an admission cancellation request via email to the admissions office, and receive written confirmation of approved admission cancellation, prior to requesting a Housing contract cancellation. Students who cancels their admission and wish to request a cancellation for their Housing Contract, must complete a housing contract cancellation request through the housing portal, prior to May 1, 2014 to be assessed a lower cancellation fee of $100.00. This is considered an Early Cancellation.

4) If the student cancels the Contract prior to occupancy because of non-attendance with an approved admissions cancellation at the University, the charge schedule will be as follows:

* Prior to the start of the term for the applicable semester, except for Summer Terms, a $100.00 cancellation fee will be imposed.

* Full rent is assessed (no refund) from the 6th day of classes or any day thereafter. Exceptions are considered by the Housing Appeals Committee for documented medical withdrawals involving severe extenuating circumstances.

* After the 5th day of classes, from the start of the term, a $175.00 cancellation fee plus pro-rated rent charges will be assessed based on the date of notification of non-attendance.

Cancellation requests must be submitted via the Housing Portal. Students must retain a receipt from housing confirming the cancellation.

*If Contract cancellation for non-attendance was submitted before/after May 1, 2014 and admission was not cancelled, a cancellation fee of $175 will be assessed as ‘cancellation for any other reason’. The cancellation fee will not be adjusted to the $100.00 cancellation fee for non-attendance even if a subsequent admission cancellation for non-attendance is obtained.
**If cancellation for non-attendance was submitted before/after August 1, 2014 and admission was not cancelled, a cancellation fee of $175 will be assessed as ‘cancellation for any other reason’. The cancellation fee will not be adjusted to the $100.00 cancellation fee for non-attendance even if a subsequent admission cancellation for non-attendance is obtained.

***Students cannot cancel for ‘any other reason’ unless otherwise specified of above.

**Cancellation of Contracts for Continuing students:**

5) If the student cancels or withdraws because of non-attendance at the University after the dates listed above (Section A, item 4), the student is subject to the charges listed below. All cancellations or withdrawals must be submitted via the Housing Portal.

6) A student with a contract who elects to cancel his/her Contract, for any reason, while being enrolled for Fall 2014 Semester or Spring 2015 Semester is subject to a $200.00 cancellation fee if he/she cancels on or before May 1, 2014 (‘Fall 2014/Spring 2015’ or ‘Fall 2014 Only’) and August 1, 2014 (Innovation Academy ‘Spring 2015/Summer 2015’). Beginning May 2 (‘Fall 2014/Spring 2015’ or ‘Fall 2014 Only’ Contract) and August 2 (Innovation Academy ‘Spring 2015/Summer 2015’), any student who wishes to be enrolled in classes but wishes to cancel his/her Residence Hall Contract can only be released by prior written authorization of the Housing Appeals Committee (herein referred to as “Committee”). Those students released by the Committee will be subject to charges determined by the Committee. Release for all other semester(s) for a student’s Contract will be through the appeal process ONLY. If a Contract has been initiated for any semester other than the Fall Semester, the same process shall be followed with respect to the dates listed in Section A, item 4, for students who decide not to be enrolled in classes. Students who have completed a Contract for only one semester for the Fall, Spring, Summer A, B and/or C Semester(s) and wish to be released from the Residence Hall Contract must first appeal and receive written approval.

Contract release requests are subject to review and release must be approved by the Department of Housing and Residence Education Appeals Committee. Submitting a contract release request does not guarantee an approved release from your contract or release you of your financial obligation. Please see our website for information regarding appeals.

**Summer Contracts:**

If a student has completed one of the following Summer Housing contracts,

<table>
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<tr>
<th>Summer A 2014</th>
<th>Summer B 2014</th>
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<tr>
<th>Summer C 2014</th>
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<tr>
<td>(May 8, 2014- August 9, 2014)</td>
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The contract cannot be cancelled unless the student’s courses are not offered by the University during that period and written verification from the college or academic advisor on letter head must be provided to the Housing Office. If approved, that student may cancel the contract subject to a $200 cancellation fee. Newly admitted University students may only cancel if their admission is cancelled.

Summer A 2015
(May 7, 2015- June 20, 2015)

Summer B 2015
(June 24, 2015-Aug 8, 2015)

Summer C 2015
(May 7, 2015- August 8, 2015)

The contract cannot be cancelled unless the student’s courses are not offered by the University during that period and written verification from the college or academic advisor on letter head must be provided to the Housing Office. If approved, that student may cancel the contract subject to a $200 cancellation fee. Newly admitted University students may only cancel if their admission is cancelled.

SECTION B — Terms for Reassignment

1) The Associate Vice President for Student Affairs or his designee reserves the right to make changes in room assignments in order to maintain an educational environment conducive to intellectual and personal growth after due notice to student. Professional staff will notify the student(s) whose assignment(s) might be affected prior to taking such action when appropriate and practical.

2) The Associate Vice President for Student Affairs or his designee reserves the right to make changes in room assignments, i.e. consolidation, in order to ensure maximum utilization of space and resources. For example, if during any semester, a number of vacancies occur within a given floor, section or hall, the student(s) may be required to move to a new room and/or residence hall assignment.

SECTION C — Withdrawal from University

1) This Contract will be canceled immediately upon the student’s withdrawal from University classes and notification in writing to the student’s Area Office of such withdrawal. The student is
required to vacate the assigned space within three days of such withdrawal. The student’s failure to provide written notification to the Area Office of withdrawal from the University will result in the student’s continued responsibility to pay housing charges hereunder, despite his/her having vacated the premises, until official written notification of withdrawal is received by Housing or until the Contract is canceled by the Housing Office.

2) If the student withdraws from classes during the Contract period, but fails to notify the Area Office, he/she may be subject to denial of any future University housing.

3) Cancellation for withdrawal is conditional and requires that the student remain unenrolled for the remainder of the academic semester. Re-enrollment during the academic semester will result in financial responsibility for full residence hall rent.

SECTION D—Not Valid requests for Cancellation

1) This Contract may not be canceled by the student for the purpose of residing in a fraternity or sorority house at any time during the Contract period.

2) This Contract may not be canceled without approval of Housing. In the event of abandonment of your residence without approval, or other breach of contract, the obligation to pay rent will continue up to the full duration of the Contract period.

3) Notice of withdrawal from the University as well as changes to address, UFID numbers, etc. must be made in writing directly to the student’s Area Office or Housing Office. Notices made to the Registrar’s Office, Admissions Office, or other University offices do not constitute official notice to Housing.

SECTION E — Conditions of Contract

1) The University’s acceptance of this Contract does not guarantee assignment to a particular type of accommodation (hall or room) nor does it determine final admission to the University. The preferences indicated in this Contract are only preferences and facility, room types, or roommate requests cannot be guaranteed. Assignment and/or continued residence are contingent upon final acceptance of admission and timely payment of all charges. If the rental rate varies from the payment made, an additional charge or refund will be made to the student.

NOTE: Completing a Contract contractually obligates the student to pay for space assigned by Housing regardless of indicated living preferences, locations, and/or options.

2) Correspondence including rent bills, notices of other charges, refunds, and Housing information flyers are emailed to students at his/her official University of Florida email account. Room rent for a semester covers residence from the date designated for official opening of the residence halls until the date designated for official closing of the residence halls. Room rent does not cover residence during the period between Fall and Spring Semester, Spring and Summer Semester, or between Summer B and Fall Semester.
3) Occupancy shall begin when the student signs for the keys to his/her assigned accommodation and shall terminate when written authorization is completed and the above-noted key(s) are returned to the respective Area Office.

4) In accordance with the University of Florida’s educational philosophy of total integration of all facilities and in accordance with the laws of the United States, race, creed, color, religion, and national origin are not considered criteria in the placement of students in residence halls or in room assignments. Sex is considered a criterion in room assignment; however, housing assignments to male and female students are proportionate in quantity and comparable in quality in compliance with Title IX mandates. Housing receives applications on a ‘first come, first served’ basis without regards to gender quotas. Past statistics show that this policy results in acceptable gender proportions. (Fall 2013: 58% female population, and 42% male population.)

5) The University is not liable for loss or damage of personal property; or for interruption or failure of utilities such as heating, air conditioning, water, electricity, CATV, DHNet, etc.; or for injury or inconvenience to persons (except of the extent set forth in Florida Statutes, sec. 768.28 (1991)). The University reserves the right to assess additional charges and/or rent during the Contract period to offset increased utility and/or other operational costs, provided the University gives written notification to the student at least 30 days prior to any increase in rent or charges.

6) Authorized University personnel may enter student rooms without the resident’s permission for maintenance/housekeeping purposes and fire/safety inspections. When authorized personnel have reasonable belief that a violation of a University regulation, local ordinance, state or federal statute is in progress, and/or for other emergency purposes, they may enter student rooms without notice.

7) This Contract may be canceled by Housing or room assignments may be changed in the interest of order, discipline, health, safety, security, maximum utilization of facilities, or for failure to pay charges in a timely manner.

8) Rooms may be inhabited ONLY by students to whom they are assigned. Rooms may not be sublet to another person(s). Room transfers may be made only AFTER written approval from the respective Area Office. Appropriate monetary charges will be assessed and/or disciplinary action will be taken against violators of the provisions in this paragraph.

9) Rooms are to be kept clean and orderly. Charges may be assessed for damage to, or unauthorized use of, or alterations to rooms, furnishings, appliances, equipment, locks or buildings and for special cleaning necessitated by improper care of rooms, furnishings, appliances, or equipment on the floor or in the section of the building where their assigned rooms are located.

10) Late Application Triple rooms will be converted to double rooms at the time that one of the current residents moves out of the room. Rent will be adjusted on a prorated weekly basis for the residents to a double rental rate. When late application triples are detripped, the furniture will remain in the room. The raised bed with the dresser underneath and bunk beds cannot be removed from the room.
11) Students are responsible for knowing and adhering to University regulations and procedures, including the Student Code of Conduct; and the Department of Housing and Residence Education Community Standards. Violation to University Regulations and procedures or student code of conduct may be considered a breach of contract.

12) Interpretation of policies outlined in this Contract shall be decided by the University of Florida’s Department of Housing and Residence Education.

SECTION F — Residency Requirement

1) The University of Florida does not have an on-campus residency requirement for any student.

SECTION G — Disabled Student Information

1) Documentation from the student’s treating physician and/or medical professional will be used in an attempt to select the most suitable available housing accommodation, given the individual student’s condition/disability. Access to this information is restricted to the use of selected Housing staff who have legitimate “need-to-know” for housing assignment purposes. Any student who has additional questions regarding this information is welcome to contact Housing Undergraduate Assignments.

2) Upon request, for individuals with documented print-related disabilities, this publication is available in alternate format. Contact Housing Undergraduate Assignments for more information.

3) The University of Florida does not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs, and activities, as specified by federal laws and regulations.

SECTION H- Important Dates

Residence Hall Opening dates may require scheduled Move-In appointments. Information regarding Move-in is located here: http://www.housing.ufl.edu/undergrad/move-in/

Residence Hall closing dates may have particular move out instructions and guidelines. Information regarding Move in is located here: http://www.housing.ufl.edu/undergrad/resources/move-out/

<table>
<thead>
<tr>
<th></th>
<th>Rent Due</th>
<th>Approved</th>
<th>1st Day</th>
<th>Last Day/Exams</th>
<th>Closing</th>
</tr>
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<td>Opening*</td>
<td>Deferment</td>
<td>Class</td>
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<td>16-April</td>
<td>28-May</td>
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<td>15-April</td>
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Opening*
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<th>27-May</th>
<th>15-July</th>
<th>29-Jun</th>
<th>7-Aug</th>
<th>8-Aug</th>
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