

International House
at the University of Chicago
1414 East 59th Street
Chicago, Illinois 60637-2997 USA
p 773-753-2270 f 773-753-1227
i-house-housing@uchicago.edu
http://ihouse.uchicago.edu



SAMPLE 2009-10 ACADEMIC YEAR HOUSING AGREEMENT

You must complete this form and either fax or mail it to:

International House at the University of Chicago, Attn: Admissions Office, 1414 East 59th Street, Chicago, IL 60637

Telephone: (773) 753-2270, Fax: (773) 753-1227

Please carefully read both the following instructions and the Terms and Conditions contained in this Agreement

All fields with an asterisk are required

First name* Last name* MI

Preferred name Gender* Male Female

Current street address*

Current city* Current state*

Current country* Current postal code*

Current phone (*home/mobile*)*

Current email*

Country of birth* Citizenship*

Institutional affiliation (*during period of occupancy*)* U of C Other

Name of institution if not University of Chicago*

Academic department* Field of study / Major*

Whom should we contact in case of an emergency?

Name* Relationship*

Street address*

City / State* Country / Zip*

Telephone*

E-Mail address*

Continued >

Room Types for Residents

Please rate room types from 1-7 with "1" as your first choice, "2" as your second choice, etc.

CHOICE

Average Single Room (AS)

Average Single Room
w/ Sink (AW)

Large Single (LS)

Extra Large Single (XLS)

Tower Room (TR)

Bath Suite (BS)

Suite (S)

Super Suite (SS)

Please visit our website for additional information about the room types at International House

Room Preference (please check one)

I prefer assignment to a:

- Single-sex Floor
- Co-ed Floor
- No Preference

Room Assignment Policy

Room assignments are based primarily upon the date of the Application for Residence, receipt of the application payment, and acceptance of the Housing Agreement. Specific room assignments based solely upon an applicant or resident's request are neither guaranteed nor implied. Signing and submitting a Housing Agreement does not guarantee housing if spaces are filled at International House before a resident's Application for Residence or Housing Agreement are received. International House reserves the right to change room assignments for disciplinary reasons, catastrophe, effective utilization of space, irresolvable compatibility issues, or in the best interests of the University

Financial Support*

- Government
- Personal
- Parents
- Scholarship
- Multiple/Other (Please Specify)

How did you hear about us?

- International House Website
- U of C Graduate Housing Packet
- Academic Program/Division (Please Specify)

Publication (Please Specify)

Other (Please Specify)

Extended Stay Reservations

All extended stay reservations will be billed at the applicable daily rate. Please refer to website for additional information.

Arrival Date

Departure Date

Occupancy Period:

- Academic Year
- One Term _____
- Other (Attach Statement Describing Circumstance)

Read this document carefully before signing

This is an agreement between the University of Chicago's International House and the individual listed above. It is for the period indicated and entitles the resident to use the accommodations only in such a manner as set forth in the *International House Resident Handbook*. This agreement may be terminated only under the conditions specified herein.

I have read and agreed to the terms of this agreement.

Signature SAMPLE ONLY Date _____

A copy of your signed agreement will be kept on file at International House and is available upon request.

Office Use Only

Accepted by _____

Signature _____

Date _____

Additional Information

TERMS AND CONDITIONS OF HOUSING AGREEMENT

Read carefully read the following:

- 1. Period of Agreement:** This contract is for the Academic Year, which includes the Fall, Winter, and Spring Quarters unless otherwise noted.
- 2. International House Housing Policy:** This signed agreement is a legally binding document between the University of Chicago's International House and the signee for the agreed upon period as indicated in this document or for the balance of the period remaining at the time of acceptance. The Application for Residence and Housing Agreement are for accommodations at International House and do not guarantee a specific room. Residents are responsible for knowing and abiding by the rules and regulations contained in this agreement and in the International House Resident Handbook.
- 3. Housing Guarantee:**
 - a. Reservations for incoming residents:** For an academic year or other period occur upon completion of an Application for Residence, submission of a \$300 application payment, and acceptance of a Housing Agreement. Upon acceptance of resident's signed Housing Agreement, International House guarantees a space for the indicated period of occupancy.
 - b. Reservations for continuing residents:** Currently housed residents seeking housing reservations for an upcoming academic year or other period are required to sign a housing agreement and maintain a \$250 deposit. Upon acceptance, International House guarantees a room for the indicated period of occupancy.
- 4. Occupancy:** This agreement may not be assigned or transferred to another person. The space may not be sublet. The resident agrees not to allow any persons other than the assigned to live in the residential room. Violations of this policy may result in disciplinary measures up to and including removal from International House. The Academic Year term includes housing at no additional cost during the interim periods. Specific term agreements end on the Sunday after the completion of the University of Chicago's applicable academic quarter unless otherwise indicated.
- 5. Housing Fee:** This agreement requires a resident to pay housing fees according to the International House payment policies and deadlines for the agreement period. The housing fee is billed per term and is subject to late fees if not paid by the established deadline.
- 6. Deposit Policy Statement:** The deposit is fully refundable at the end of your occupancy period and paid by residents at the time of application. The deposit helps to defray costs associated with damages to the resident's room. The \$250 deposit will be fully refunded to residents at the end of occupancy minus outstanding bills or charges at the time that they vacate their room.
- 7. Assignment Policy:** Room assignments are based primarily upon the date of the Application for Residence, receipt of the application payment, and acceptance of the Housing Agreement. Specific room assignments based solely upon an applicant or resident's request are neither guaranteed nor implied. Signing and submitting a Housing Agreement does not guarantee housing if spaces are filled at International House before a resident's Application for Residence or Housing Agreement are received. International House reserves the right to change room assignments for disciplinary reasons, catastrophe, effective utilization of space, irresolvable compatibility issues, or in the best interests of the University. If housing demand exceeds room assignment capacity, International House reserves the right to use designated temporary room assignments pending assignment or relocation to a permanent living space.
- 8. Admissions Policy:** International House makes all admission decisions without regard to race, color, or religion. When possible, International House strives to maintain a diverse population of residents from throughout the United States and all other countries of the world. To this end, we attempt to maintain a balanced ratio of U.S. to international applicants in order to meet the philosophy and goals of the program.
- 9. Right of International House to Relocate Residents:** International House reserves the right to relocate residents from one space to another when determined, in its sole and absolute discretion that the move is in the resident's best interest, or those of fellow residents. In addition, when it is determined that a resident is not residing in an assigned space, International House reserves the right to relocate the resident administratively. The resident will be notified in writing of their obligations under the Housing Agreement and will be advised that a space will be reserved should the resident decide to return to International House.

Agreement Checklist:

- Completed Application for Residence with \$300 application payment (*Acceptable payment methods: MasterCard, Visa, money orders, travelers checks and certified checks payable in U.S. currency*)
 - Read the Terms & Conditions of this agreement (*at left*)
 - Complete all required fields on Housing Agreement
 - Signed Housing Agreement
- Nondiscrimination**
The University of Chicago is a community of scholars dedicated to research, academic excellence, and the pursuit and cultivation of learning. Discrimination based on factors irrelevant to admission, employment, or program participation violates the University's principles. In keeping with its long-standing traditions and policies, the University of Chicago considers students, employees, applicants for admission or employment, and those seeking access to programs on the basis of individual merit. The University does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability, veteran status, or other protected classes under the law. New residents seeking a reasonable accommodation due to a disability should indicate such on the International House Housing Agreement.
- I am seeking a reasonable accommodation due to a disability.

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- 10. Incoming Resident Cancellation Policy:** Cancellations are to be made in writing and postmarked by the following cancellation deadlines: July 1 for contracts beginning Fall Quarter, November 1 for contracts beginning Winter Quarter and January 1 for contracts beginning Spring Quarter. Approved cancellations are subject to a \$250 cancellation fee. Cancellations received after the cancellation period will not be accepted.
- 11. Agreement Release:** The resident may petition for a agreement release after acceptance of the agreement by International House. Agreement releases will be granted without further penalty only for the following reasons: medical, marriage, call to military duty. Agreement releases due to circumstances that are determined by International House to be beyond the resident's control may be subject to a \$250 cancellation fee. Petitions must be submitted in writing to the Office of Finance and Administration at International House and documentary evidence will be required to show cause for cancellation. International House does not release residents who have decreased their class load, failed to read this agreement completely, or who have pre-existing medical conditions.
- 12. Withdrawal from University:** Official withdrawal from the University of Chicago or other academic institution occurs when a resident has registered, but decides to cancel registration and formally withdrawal. Rental fees paid for the current quarter will be prorated on a weekly basis and subject to a \$250 cancellation fee under these circumstances. If a resident re-enrolls during the period covered by the original housing agreement, the resident will be bound to the remainder of the agreement.
- 13. Buyout Option:** Under the terms of this agreement, residents have the option to buyout the remainder of their housing agreement after acceptance of the agreement by International House. Buyout options must be invoked in writing. The housing agreement will be cancelled only after the resident has paid \$750 per quarter for each portion of their remaining terms in addition to a \$250 cancellation fee. Buyout options invoked once a quarter has begun are subject to rental fees for that quarter on a prorated weekly basis.
- 14. International House Right of Refusal & Cancellation:** International House reserves the right to refuse the Application for Residence or Housing Agreement of any resident. We reserve the right to cancel the agreement during the term of agreement for the resident's failure to meet university and/or International House requirements, policies, or regulations. In the event of a felony, criminal conviction, or for posing a threat to the health, safety, and welfare of the signee or others in the University of Chicago or International House communities housing may be refused or cancelled. Refusal or cancellation of the agreement for the above reasons may result in removal of the resident after a 24-hour notice, except when the continued residency would pose a danger to the health or welfare of the residential community, in which case the resident may be removed immediately. In such cases, there will be no refund or pro-ration, the resident will be held to the full term of the agreement and will additionally be subject to a \$250 cancellation fee. In the event assigned accommodations are destroyed or otherwise made unavailable and International House does not furnish other accommodations, the agreement shall terminate and all rights and liabilities of the parties hereto shall cease. Payments previously made shall be refunded on a prorated basis as of the date accommodations become unavailable.
- 15. Eligibility for Readmission:** All residents living at International House who are in good standing are invited to reapply for residence. In order to offer the International House experience to as many new residents as possible, residency is limited to four consecutive academic year terms. Time spent at International House during the summer term does not count towards an academic year. Re-admissions are not automatic and are contingent upon approval by International House.
- 16. Responsibility for Personal Property:** Residents assume all responsibility for personal property. International House does not assume any legal obligations for any resident's personal property that may be lost or damaged in its building or on its grounds for any reason. Residents are encouraged to provide their own personal insurance.
- 17. Responsibility for Room:** The resident is responsible for the condition of the assigned space and shall reimburse International House for all damages to the space, whether the damage was the result of committing an act or the failure to act to prevent the damage. The resident is also responsible for the loss of fixtures, furnishings, or properties furnished under the agreement. No alterations shall be made to the furniture provided by International House. All furniture in the assigned room at the time the resident moves in must stay in the room for the duration of residency. The resident may not move, trade, or store furnishings. Additional furnishings brought into the room must be freestanding and clear of all existing furniture, fixtures, or walls contained in the room. Residents are required to complete a Room Condition Report. When occupancy is terminated, residents must follow the appropriate check out procedure. Residents who vacate International House without following the proper check out procedures will be subject to a fine, the cost of repairs, or replacement resulting from damages or missing items. Additionally special cleaning fees may be assessed if necessary.
- 18. Firearms, Explosives, Fireworks, and Flammables:** The possession or use of firearms, ammunition, explosives, fireworks, candles, halogen lamps, and other items specified in the Resident Handbook is prohibited and may result in removal from International House.
- 19. Fire Safety:** Evacuation of International House is mandatory when a fire alarm sounds. The sounding of false alarms and/or tampering with fire fighting or safety equipment to include extinguishers, hose; smoke detectors, Exit signs, or pull boxes is prohibited. Residents suspected of such offenses are subject to criminal prosecution in addition to suspension and removal.
- 20. Guest and Visitors:** Residents are responsible for the conduct of their guests and must be present for the duration of the visit. The resident agrees to abide by the visitation policy specified in the Resident Handbook.
- 21. Inspections:** International House reserves the right to enter residence rooms for inspections of facilities; for health, safety, and maintenance; for damage to space or equipment; and to enforce University of Chicago or International House policy.
- 22. Keys:** The resident agrees not to loan and/or duplicate keys. All lost and/or stolen keys shall be reported immediately. Residents are subject to key replacement and rekeying fees for lost, stolen, or unreturned keys.
- 23. Smoking:** Smoking is prohibited at International House.
- 24. Responsibilities of International House** International House agrees to exercise reasonable caution to safeguard the health, safety, and property of each resident, and will make a good faith effort to repair properly reported defects in the residence rooms. International House shall not be liable for failure of water supply, electrical current or heating/cooling systems nor for the presence of insects or vermin; the loss, damage, or injury to a resident or his and/ or her guest, or property of any of them.
- 25. Acceptance of Conditions:** Residents accept the conditions of all spaces within International House as including any improvements that may be made during the term of residency.
- 26. Agreement Changes:** International House reserves the right to change terms, conditions, policies, procedures, and rates/fees at any time without prior notice.

HOUSING AGREEMENT CLASSIFICATION DEFINITIONS

Alumni - An individual who has recently graduated from a degree-granting program at the University of Chicago

Graduate - An individual currently enrolled in courses at the graduate level either at the University of Chicago or at another academic/educational institution

Graduate PhD - An individual admitted to a PhD program either at the University of Chicago or at another academic/educational institution.

Intern/ Trainee - An individual who has accepted an internship or training level position with a local Chicago professional or cultural institution. This classification also includes those individuals in the medical profession assigned to rotations at local area hospitals

Non-degree - An individual who is taking a one-term course for credit at the University of Chicago or at another academic/educational institution.

Post Doctoral - An individual who has completed his or her doctoral studies and is considered a fellow, research associate, or research assistant professor

Spouse - An individual whose spouse falls into any of the classifications described herein

Student-at-Large - An individual who is registered for non-credit classes at the University or other academic/ educational institution

Undergraduate - An individual who is accepted by and who formally registers for classes at the bachelor level at the University of Chicago or any other area academic/educational instruction

University Employee - An individual currently employed by the University of Chicago

Visiting Scholar or Lecturer - An individual who has received an appointment through the University of Chicago or another Chicago-area educational, professional, or cultural institution to provide instruction on a particular subject matter

Volunteer - An individual who performs services at no cost for the University of Chicago or another area educational, professional, or cultural institution

Other - Please include a letter or email with your housing agreement describing why you fit into this classification

