

**International House
at the University of Chicago
Resident Handbook
2008-2009**

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Purpose/History

Welcome to International House. We're pleased that you've chosen to live with us during your time in Chicago. The purpose of this handbook is to provide you with an overview of the policies, procedures and expectations that govern your experience as a resident.

International House at the University of Chicago, founded in 1932 by John D. Rockefeller, Jr. is a dynamic program center and residence for advanced undergraduates, graduate students and interns from around the world, including the United States. The mission of International House is to promote cross-cultural understanding, mutual respect and friendship among students and scholars and on the part of the people of metropolitan Chicago toward individuals of all nations and backgrounds.

International House is part of a larger vision conceived by YMCA official Harry Edmonds that included Houses in four other cities – New York, Berkeley, Paris and Tokyo. Today the vision of International House is a vital reality. The Chicago House has been home to over 27,000 persons from virtually every country. Living together in an atmosphere that provides for free interchange of ideas and knowledge, its residents are stimulated by diversity while being secure in their own unique backgrounds.

The House serves the greater Chicago community as a cultural center for programs of outstanding diversity. Activities range from politics and international films, to dance and music, from cultural celebrations and educational programs to discussions and debates on world issues. As we begin a new century, International House at the University of Chicago plays a vital role in preparing tomorrow's leaders for a global future.

Admissions

Overview

Admission to International House at the University of Chicago is a selective process that attempts to bring together individuals from a wide variety of regions, cultures and institutions. Applicants must complete an Application for Residence and submit an application payment. If admitted, all applicants are required to sign an International House Housing Agreement before taking occupancy. Prospective residents will receive their room assignment after the Housing Agreement has been accepted and prior to the beginning of the term.

Eligibility

Students and affiliates of the University of Chicago and from all other Chicago-area educational, professional, and cultural institutions are eligible to live at International House. Residents are typically graduate students or 3rd and 4th year undergraduates over the age of 18. Applicants under the age of 18 are required to obtain parental consent to live at International House.

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.

Residency Periods

International House residency is based primarily on the University of Chicago's academic year calendar. For specific beginning and ending dates, please refer to website or the Important Dates section of the handbook. Residency at International House can be for one term, referred to as a quarterly agreement, or for an entire academic year. The summer quarter is a separate term and requires a separate agreement. In certain cases, primarily to accommodate the needs of individuals affiliated with institutions other than the University of Chicago, applicants can request a modified agreement. Applicants should note this request in the additional comments section of the Application for Residence and provide supporting documentation. International House is open 365 day per year and does not close. International House is open during the University interim periods and residency during these periods is included at no additional charge for those residents under academic year agreements.

One Term Agreements

International House offers housing agreements for less than a full academic year to meet the needs of our diverse housing population. Residents under one term agreements will have the option to upgrade to an academic year agreement at any time during their stay subject to availability. Agreement upgrades may necessitate a room change during the course of the new term to fulfill prior room assignments. Rent will be pro-rated between the one-term and academic year rates on a weekly basis based on the date the new academic year agreement is accepted. Residents staying for two consecutive agreement periods under one term agreements will be billed at the applicable one term rate for each period. The only exception International House makes to this policy is for residents enrolled at the University of Chicago who are studying abroad for one or more quarters. Such residents will be required to sign a housing agreement for an academic year but will have 100% of rent charges waived for the quarter(s) they are living aboard. Prospective residents who are eligible for this exception must make the Admissions Office aware of their eligibility at the time of application. Written documentation from the student's academic department substantiating the specific dates of study abroad period must be submitted and such approvals are subject to the approval of the Senior Coordinator of Admissions.

Application Process

You are applying to be part of the International House community, not for a particular room. We highly encourage all applicants to review the website, our housing brochures and/or to contact us directly with any questions prior to submitting an Application for Residence or to signing a Housing Agreement.

1. Read carefully, complete and return an Application for Residence. An electronic version is available on our website. Hardcopies can be requested by emailing us at i-house-housing@uchicago.edu. Completed Applications for Residence will be accepted via fax, mail, or email (if scanning, please send in PDF file format)
2. All Applications for Residence must include the application payment in order to be processed (see the Fee Schedule for current amount). Those applications received without payment or with less than full payment will be considered incomplete until full payment is made.
3. After the Application for Residence is received, the applicant will receive an email confirming receipt and processing. The email will contain a copy of the International House Housing Agreement with its associated terms and conditions. Applicants generally receive this confirmation email within 72 hours after receipt.
4. Upon receipt, the applicant should complete, sign and return the Housing Agreement. Completed Housing Agreements can be sent via fax, mail, or email (if scanning, please send in PDF file format).
5. If admitted, the applicant will receive an Acceptance letter. This letter will be sent electronically to the current email address on file unless a hardcopy is requested. The Acceptance letter confirms that your Housing Agreement has been accepted and that a space has been reserved for you based on the term you applied for. Acceptance letters will only be sent if a completed Application for Residence, associated payment, and completed Housing Agreement are on file. Acceptance letters are generally sent within 72 hours after an admission decision has been made.
6. The room assignment process is separate from the admissions process. Room Assignment letters are sent only after a Housing Agreement has been accepted and an applicant has received an Acceptance letter. The Room Assignment letter confirms your specific room assignment for the term applied for. See the Room Assignment policy for additional information on room assignments. Generally, all Room Assignment letters for an upcoming academic year are sent by mid-August. Internal deadlines for Room Assignment letters related to summer and quarterly agreements vary. Please refer to the website and/or E-ssentials Newsletters for additional information. ***Please remember that your Acceptance Letter, not your Room Assignment letter, confirms our housing guarantee for the term applied for.***

If you have completed a housing agreement or contract with another University entity (eg. the House System or Real Estate Operations), please contact that department about release procedures before signing a housing agreement to live at International House.

Application Fee Policy

Each applicant to International House pays an application fee which is included in the applicant's initial payment. Each prospective resident that submits a valid Application for Residence will be charged an application fee. Should an applicant choose not to sign a housing agreement, the deposit amount held on account will be refunded in full. The application fee is non-refundable. Please see the Fee Schedule for current amounts. Residents who continue to reside at International House continuously with no break in their stay will not be charged an application fee for subsequent terms.

Deposit Policy

The deposit is fully refundable at the end of your occupancy period and must be paid by all residents at the time of application. The deposit is intended to help defray costs associated with damage to the room during a resident's term. The deposit held on account will be fully refunded to residents at the end of their occupancy minus any outstanding bills or charges at the time that they vacate their room. Please see the Fee Schedule for the current deposit amount.

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.

Application Cancellations

You may cancel your Application for Residence at any time prior to the acceptance of a Housing Agreement. Application cancellations will not be considered once your Housing Agreement has been accepted. To cancel your application, email the Senior Coordinator of Admissions to notify us of your intention to cancel your application. All refunds related to application cancellation requests will be processed in accordance with International House's Application Fee policy regardless of when the cancellation request is received.

Residency Limit

To ensure the maximum number of candidates have the opportunity to enjoy the I-House experience, a four year occupancy limit exists. Accordingly, all residents are limited to four (4) consecutive academic year terms. The summer term is a separate agreement process and does not apply to this policy nor are summer stays counted toward the residency limit. Residents that have lived at International House for four consecutive academic terms are expected to live outside the House for a minimum of two (2) academic years before they will be eligible to re-apply. Exceptions to this policy will be

made based on extenuating circumstances. To apply for an exception, please contact the Senior Coordinator for Admissions.

Admission Deadlines

International House maintains a rolling admissions process. Accordingly, there are no deadlines for application under a particular term. Only if approved in advance, quarterly agreements begun after the 3rd week of any term will be pro-rated. Such agreements are pro-rated on a weekly basis to a minimum of 70% (generally 7 weeks) of any term.

Applications on file for an academic year or a particular term that do not have an associated accepted Housing Agreement will be cancelled at the end of the third week of the term applied for. Any refund will be processed in accordance with the Application Fee policy.

Nondiscrimination Statement

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 identify, 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.

Housing Agreement Cancellation

Under the terms of the International House Housing Agreement, incoming residents may cancel their Housing Agreement after acceptance of the Housing Agreement if the cancellation request is made prior to the respective deadline. Please see the Important Dates schedule for applicable deadlines. Approved cancellations are subject to a cancellation fee. Please see the Fee Schedule for application fees.

Housing Agreement Releases

Under the terms of the International House Housing Agreement, current or incoming residents may apply for an agreement release after the cancellation deadline has passed. Residents will be required to complete an Agreement Release Application.

Application can be made under the following categories:

- Medical – Releases granted for medical reasons will not incur any additional fees. Releases will not be granted for pre-existing medical conditions. Documentation by a licensed medical practitioner must accompany all applications for release due to medical reasons.

- Marriage – Releases granted as a result of marriage will not incur any additional fees. Releases will not be granted for residents married prior to the acceptance of their Housing Agreement. A marriage license from the applicable jurisdiction must accompany all applications for release due to marriage.
- Call to Duty – Releases granted as a result of a call to military duty will not incur any additional fees. A copy of the call-up orders from the applicable branch of service or government body must accompany all applications for release under call to duty.
- Withdrawal – Releases granted as a result of withdrawal are subject to a cancellation fee. Rental fees paid for the current quarter will be prorated on a weekly basis. Official withdrawal from the University of Chicago or other academic institution occurs when a resident has registered but decides to cancel registration and formally withdraw. If a resident or incoming resident re-enrolls during the period covered by the original housing agreement, the resident will be bound to the remainder of the agreement. A letter confirming official withdrawal from your dean, dean of students or other academic official must accompany all applications for release due to withdrawal.
- Buyout – Under the terms of the Housing Agreement, residents and incoming residents have the option to buyout the remainder of their agreement after acceptance of the agreement by International House. The Housing Agreement will be cancelled once the applicable per quarter buyout fee has been paid in addition to the cancellation fee. Buyout options invoked once a quarter has begun are subject to rental fees for that quarter on a prorated weekly basis. The buyout option is available to any resident or incoming resident that has an accepted Housing Agreement. This includes residents that have had their Application for Release denied.
- Special Circumstances – Releases granted as a result of special circumstances are subject to a cancellation fee. Special circumstances are defined as any circumstance beyond a resident or incoming resident's control that would prohibit him or her from living at International House. Appropriate documentation must accompany any applications for release due to special circumstances. Release decisions under special circumstances are at the sole discretion of International House

Housing Agreement Release Process

Residents that wish to be released from their Housing Agreement should first contact the Senior Coordinator for Admissions. ***In all cases, we encourage residents and incoming residents with accepted Housing Agreement to contact us prior to committing to live elsewhere.*** All applications for release must be submitting in writing using the Application for Release form. Verbal applications or applications made using other written formats will not be considered. Residents and incoming residents can generally expect to receive a written response to their application within five (5) business days.

Release Decision Appeal Process

Residents that have their Application for Release denied may take advantage of the appeals process:

- The first step of the appeals process is to contact the Director of Finance & Administration to schedule a meeting or phone call. The resident will have the opportunity to explain why the decision should be overturned and why his or her Application for Release should be accepted. Additional documentation may be requested of the applicant. After the meeting, phone call, or once the requested documentation has been received, the Director of Finance & Administration will communicate his/her decision to the applicant in writing. Residents and incoming residents are subject to the terms and conditions of the Housing Agreement until notified to the contrary.
- If the applicant's first step appeal is denied, the applicant may request that the appeal be heard by the International House Housing Agreement Appeals Committee. The Committee is made up of University of Chicago administrators that are not part of the International House Office of Finance & Administration. The applicant will be required to complete and submit the Agreement Release Decision Appeal form along with any/all relevant documentation. The Housing Agreement Appeals Committee reviews and makes all decisions on 2nd step appeals within sixty (60) days of receiving an Agreement Release Decision Appeal form. All decisions made by the Housing Agreement Appeals Committee are final and not subject to review either within International House nor the University of Chicago. Residents and incoming residents are subject to the terms and conditions of the Housing Agreement until notified to the contrary.

Residential Policies

Overview

Residency at International House is a privilege. While we expect you to take full advantage of the various opportunities you will be afforded while living at the House, it is also your responsibility to adhere to a basic set of administrative and residential policies as outlined in this section. Disciplinary action for non-compliance or violation of these policies may vary from a verbal warning to removal from International House.

Code of Conduct

Residents of International House are expected to conduct themselves in a responsible manner at all times. Intellectual curiosity, tolerance, and respect for the privacy of others are the basic tenets of our community. Accordingly, the use of intemperate language and of religious, racial, sexual or ethnic epithets is highly inappropriate. Physically threatening gestures or contact is not permissible. Harassment in any form is considered unacceptable behavior in International House. As a general rule, I-House staff will not

intervene to enforce social standards of civility. We expect and require that residents will deal with each other directly on issues such as the level and nature of noise and helping to maintain an environment suitable for academic purposes on the residential floors and in other designated areas of the House. There are, however, some circumstances in which behavior so violates our community's standards that formal intervention may be appropriate. Acts of violence, explicit threats of violence directed at a particular individual that compromise that individual's safety or ability to function with the House, or other criminal acts are direct affronts to International House's values and warrant intervention by the appropriate officials.

Resident Privileges

Residence privileges may not be used by anyone other than the individual assigned to live at International House under the terms and conditions of the International House Housing Agreement.

Payment Policy

Rent payments are due on a quarterly basis. Invoices will be distributed approximately two weeks prior to the rent deadline. You will receive an invoice via email as well as a hardcopy. The hardcopy will be placed in your mailbox here at International House unless otherwise specified by you. If you would like your invoice sent to a different address, please let us know via email.

The payment deadlines for each quarter are listed in the Important Dates section. Payments can be made at the front desk between the hours of 7:00am and 11:00pm any day of the week and can be made over the phone during this time if you are paying by credit card. We accept checks (personal or bank), money orders, credit cards (MasterCard or Visa), and cash. Checks or money orders should be made payable to International House or the University of Chicago.

Payment Plans

Residents who are not able to pay their balances in full by the deadline should contact the Associate Director of Administration to request a payment plan. First, the resident should submit a document explaining why they are requesting a payment plan and a proposed payment schedule. Next the resident must meet with the Associate Director of Administration. All payment plans are subject to final approval by the Director of Finance & Administration.

Approved payment plans are codified in a Promissory Note to be signed by the resident. Residents are responsible for any/all fees that may be imposed prior to a payment plan approval. An approved payment plan does not constitute waiver of any or all late fees. Residents who violate the term of an approved payment plan will be subject to immediate administrative action and removal.

Late Fee Policy

If any portion of your account balance is outstanding after the deadline, you will be assessed the current late fee amount that is due and payable immediately at that time. Please see the Fee Schedule for additional information. If any portion of your account balance is still outstanding two (2) weeks after the deadline, you will be assessed an additional late that is due and payable immediately at that time. International House does not charge interest on past due balances.

Late Fee Waivers

Late fees are automatically applied to a resident's account if a balance remains at the deadline. Late fee waivers will only be granted for the following reasons:

- Errors made by International House
- Delay in issuing a stipend check if caused solely by the University of Chicago
- Extraordinary circumstances

To request a late fee waiver, please contact either the Senior Coordinator of Admissions or the Associate Director of Administration via email and provide the following information:

- Error: Describe the error in detail and, if applicable, reference the individual responsible.
- Stipend check delays: A letter or email from your academic department stating the delay in issuing the stipend check was solely their responsibility
- Extraordinary circumstances: Describe the circumstances in detail that prevented you from paying in a timely manner and provide any necessary supporting documentation.

Lockout Policy

Approximately four weeks after the initial payment deadline, residents who have not paid their balance in full or who are not already in an approved payment plan will receive a lock-out notice, requesting contact to make payment arrangements. If arrangements are not made, a lock-out will occur at the resident's expense the following week. At the time of the lock-out, a resident's deposit balance will be applied toward any outstanding charges and residents who are University of Chicago students will be placed on restrictions. Balances for any resident that remain at the end of the housing agreement term will be forwarded to an external collections agency.

Past Due Accounts

The Office of Finance & Administration at International House makes every attempt to contact residents regarding outstanding balances. We have established policies and procedures designed to collect overdue balances in a way that is reasonable and fair. Pro-actively collecting legitimate balances on outstanding accounts will help us keep guest and resident rates affordable.

Collections

It is the policy of International House to refer any resident that has an outstanding balance to a collection agency after the term of their agreement has expired. Residents that have their accounts referred to a collection agency will receive notice from International House. Once a resident's account has been referred to a collection agency, the resident will need to deal directly with the collection agency. International House will not accept payments from residents that have been had their account placed with a collection agency.

Restrictions

It is the policy of International House to place any student of the University of Chicago on restrictions status for non-payment of rent or other fees under a valid, accepted housing agreement after the lockout notice deadline of the first period of the agreement if satisfactory payment arrangements have not been approved or immediately in cases where a resident violates the terms of a payment agreement. Notice will be issued to both the resident's physical and electronic addresses on file. This policy is applicable whether or not a resident moves into International House. Residents placed on restrictions status with the University of Chicago will only have the restrictions lifted after approval by the Office of Finance & Administration. Please note that after approval, it may take up to five business day to have restrictions lifted.

Billing Errors

We strive to ensure that all billing statements and invoices are error free. However, in the event of a billing error, residents are still responsible for paying the correct, applicable charge in a timely manner after being made aware of the mistake.

Email Communications

Email is International House's primary means of communication with residents. All residents are required to provide us with a current email address in their application and housing agreement. This email address will be added to our housing information system as well as to our list hosts for emails that we send to all residents. You can update your email address with us at the front desk or by sending us an email at i-house-housing@uchicago.edu Please include your name, preferred email address and room number. Please be aware that you are responsible for any and all communications disseminated to you via this medium. To ensure these emails go directly to your inbox and are not filtered as spam, please add i-house-residents-admin@listhost.uchicago.edu to your address book or accept all emails from the domain "uchicago.edu"

Privacy

It is the policy of International House to protect the privacy of your personal information. We do not sell your email or physical address to outside vendors or agencies.

Room Furniture

Each resident room has specific furniture assigned to it. Residents must not remove furniture from rooms for any reason. Additionally, International House will not remove unwanted furniture if requested. If furniture from your room is missing or damaged when you check out of the building at the end of the year, you will be charged accordingly.

Raising your bed to its maximum height will allow you to move your dresser and the small bookcase underneath the bed creating more space. Some students place the small bookcase on top of the dresser getting some extra space in this manner as well or they place the large bookcase under their bed at a lower height in order to get the floor space they desire. All of these options are acceptable. Residents who place furniture in the hallway should know that the furniture will be collected and that they will be responsible for all applicable charges associated with the cost of replacing the furniture.

Room Changes

All room change requests must be submitted in writing after occupancy has taken place, and are subject to the prior approval of International House.

- Downgrades: Upon request, room type downgrades will be approved by the Senior Coordinator of Admissions. Requests are based on availability and must be approved in advance. If a request is fulfilled, you will be notified via email assigned a moving deadline. You will be required to check-out of your old room at the front desk and check-into your new room by the moving deadline. Failure to relocate to a new room by the agreed upon date will result in rental assessments for both rooms until such time as the move is completed. In addition, all required inspection and damage forms must be completed. Any adjustments to rent will be pro-rated on a weekly basis based on the date the move occurs and will be reflected on your next invoice.
- Upgrades: Upon request, room type upgrades will be approved by the Senior Coordinator of Admissions. To be placed on the *Room Upgrade Register* for the current academic year, email the Senior Coordinator of Admissions by the published deadline and include your name and room number in the email. Once a request has been made, you will remain on the list for the length of your assignment unless your request is fulfilled or your request to have your name removed from the list. When and if a room type that would be considered an upgrade becomes available, the resident currently in-room on the *Register* with the earliest application date will be notified by the Senior Coordinator of Admissions and will have the first option to accept the new room assignment. If the assignment is accepted, the resident will be notified via email and will be assigned a moving deadline. He or she will be required to check-out of their old room at the front desk and check into the new room as well as complete all required inspection and damage forms. Failure to relocate to the new room by the moving deadline will result in rental assessments for both rooms until such time as the move is completed. Any adjustment to rent will be pro-rated on a weekly basis as of the date the move occurs and will be reflected on the next term's

invoice. If the room assignment is not fulfilled or is rejected for any reason, the Senior Coordinator will notify the next resident on the list and will proceed accordingly based on the application date.

Extended Stays

As a special accommodation to residents, International House provides for extended stays at the current applicable daily rate. See Fee Schedule for current rate. To be eligible for the extended stay rate, you must have a valid housing agreement. All extended stays are subject to availability

- Early Arrival – There is no limit to the number of days a resident with a valid housing agreement may arrival early. Residents are encouraged to make their early arrival reservations on their housing applications or their housing agreement. If you didn't make an early arrival request on your housing agreement, you must contact the Senior Coordinator of Admissions directly. Early arrival reservations can not be made at the front desk. Early arrival reservations do not need to be paid for at the time of reservation.
- Late Departure – There is a limit of thirty (30) days after the end of a housing agreement that a resident can remain at International House under a late departure reservation. Residents are encouraged to make their late departure reservations as soon as possible. Late departure reservations must be paid for in full at the time of reservation. Late departure reservations can be made either at the front desk or through the Senior Coordinator of Admissions

Check in Procedures

All new residents are expected to come to the front desk and provide the front desk staff with a picture ID with your name. At that time, if you are arriving early the front desk staff will require payment of your early arrival fees. Once they have officially checked into the computer, they will hand you a set of three keys. The first key will provide you with access to the front door and the east and west wings. The second key will be the actual room key and the final key will be the mailbox key. The front desk staff will also provide you with directions on how to reach your room. In addition, you may check out either flat carts or two wheel dollies for your use in moving out of your room during this period. These items are limited and are available on a first come, first served basis. These may be signed out at the desk and you will be required to provide an ID until you return the moving cart back to Front Desk. The carts will help make the moving process easier and more efficient.

Lost & Missing Keys

You are responsible for any and all keys issued to you by International House. If you lose or misplace any of your keys, please report this to the front desk as soon as possible. You will be charged at the applicable rate per the Fee Schedule for any missing keys. Additionally, if you lose you room key, we will schedule your room for a lockchange and you will be charged the applicable fee.

Checkout

At the end of the agreement or the extended stay period, all residents are required to formally checkout of their room. The checkout process involves two steps. First, scheduling a time with the Senior Coordinator of Admissions to complete the Room Inspection Report (RIR). Second, stopping by the front desk to a). turn in all your keys and b). update your forwarding physical and email address. Please make sure to leave plenty of time prior to departure to complete both of these important steps. In addition to charges for re-keying and lost keys, residents that do not check-out properly are subject to an improper check-out fee. See Fee Schedule for current amount. If you're short on time, there is also an Express Check-out Option available. Please stop by the front desk to pick-up a form.

Deposit Refunds

Deposit refunds will be processed only after your room inspection report has been completed and, if applicable, after any associated room damages or special cleaning charges have been assessed. If you incur such charges, you will be notified via email at the current email address we have on file for you.

If your \$250 deposit was paid via credit card, you can expect to have your refund credit processed to the same credit card account you used to pay your deposit within (5) five business days. If your \$250 deposit was paid with another form of payment, a check for any funds remaining will be mailed to your forwarding address on file and can be expected to arrive approximately (3) three weeks after your room condition report is completed. Please be sure to update your forwarding address on file with the front desk at or before your time of checkout.

Breaks & Interim Periods

For those residents who have signed either an academic year agreement or have signed up for a subsequent housing term, the period between the end of the former housing term and the beginning of the new term are included at no extra cost. If you leave International House during the interim period or at anytime during your residence, please take the following steps prior to leaving to insure the safety and security of your items and the resources of the House.

- Make certain that your window is firmly closed and locked
- Close your curtain and turn off all lights when leaving
- Unplug any electrical appliances that you have left in your room
- Leave your refrigerator on if you are leaving food behind.
- Clean out your refrigerator or locker bin making certain to dispose of perishable items as these may rot and smell while you are gone
- Pick up items off your floor as we may be cleaning and waxing corridors over breaks and sometimes water seeps under doors during this process
- Make certain your alarm clock is unplugged or turned off
- Make sure your door is locked

Health & Safety Inspections

Each year we complete several inspections of each room for health and safety purposes. Our staff will be entering every room and looking for fire hazards, overloaded electrical outlets, room damage and cleanliness problems. During this inspection, we will not open drawers or cabinets to look through your personal affects. Our entry will consist of only a visual inspection of each room. If any concerns are found related to your room, you will receive a written notification and explanation of the actions that either you must take to correct a situation or any actions we will be taking to correct or repair a problem.

Prohibited Items

The following items are strictly prohibited at all times within International House. The use and/or possession of these items may results in serious disciplinary action including removal from International House.

- Firearms or any Weapon (eg. swords, knives, crossbows, etc.)
- Ammunition
- Explosives
- Fireworks
- Candles
- Halogen Lamps
- Incense
- Kegs of Beer
- Illegal Drugs

Dangerous Acts

Residents may not engage in activities that threaten the health and/or safety of others. The following list includes but is not limited to examples of such dangerous acts. Residents who engage in such behavior will be subject to serious disciplinary action, including the likelihood of being removed from International House.

- Possessing or using fireworks, firearms of any kind, explosives, or other dangerous objects or materials
- Setting off false fire alarms
- Tampering with fire extinguishers or other fire safety equipment
- Playing with fire in any matter, whether or not any damage or injury occurs to person or property
- Tampering with the elevators
- Physically attacking or threatening physical attack of other residents or visitors to the House
- Throwing objects (of any size, weight and/or shape) from the windows of the residence
- Obstructing the use of any door by tampering with locks or otherwise preventing free access or egress

Alcohol & Illegal Drugs

Illinois law prohibits the consumption or possession of alcohol by persons under the age of twenty-one (21) and the supplying of alcohol to any person under the age of twenty-one (21). Additionally, the possession, use, or distribution of any drug that is illegal either under federal, state, or local ordinance is not permitted at International House. Residents in violation of either this may face serious disciplinary consequences including the likelihood of eviction from International House. Illinois law and city ordinances also prohibit public intoxication, operation of a vehicle or bicycle while under the influence of alcohol or other intoxication. Under Illinois law, violation of these or other laws relating to drugs and alcohol may result in probation, fines, imprisonment, and a permanent criminal record. In addition, such a violation may result in University disciplinary action for those residents enrolled in academic programs or courses at the University of Chicago.

Noise and Quiet Hours

Noise carries readily through the stairwells, corridors, and bathrooms. Courtesy to other residents of International House is expected and you are asked to refrain from loud talking, shouting, and singing, as well as use of excessive volume on electronic devices. At no time may a resident create excessive noise that will disturb other residents. Late-night parties during the week are prohibited, and late-night gatherings in the Courtyard are prohibited at all times. Resident events on Friday and Saturday nights must end by 1:00am. All weekday events must end by 12:00 midnight. During the week, quiet hours are to be observed between 12:00 midnight and 7:00am. During the weekend, quiet hours are observed between 1:00am and 7:00am.

No Smoking Policy

In December of 2005, the City of Chicago passed the Clean Indoor Air Ordinance, which went into effect January 16, 2006. The University of Chicago has revised its policy – U603 Smoking/Non-Smoking to comply with this ordinance. The city ordinance and University policy applies to all faculty, staff, students, guests, and visitors on campus. The city ordinance and University policy are designed to protect individuals from the dangers of second-hand smoke. They require all University buildings to be smoke-free and prohibit smoking within 15 feet of University building entrances. Accordingly, smoking is strictly prohibited anywhere inside International House, the Courtyard and within 15 feet of all entrances/exits. Residents who are found smoking within the House are subject to a \$100 fine. Residents whose rooms contain evidence of smoking are subject to a \$250 room cleaning fee.

Solicitation

Solicitation of any kind is not permitted anywhere in International House. You are requested to report any solicitations to the front desk immediately.

No Cooking Policy

Residents may not prepare or cook food in their rooms. The community kitchen on the first floor is the only area within International House where food preparation and cooking are permitted. According, the following items are not permitted within sleeping rooms:

- Hotplates
- Rice cookers
- Popcorn poppers
- Toaster and toaster ovens
- Immersion devices
- Electric skillets
- Crock-pots

Residents found with these items in their sleeping rooms are subject to a \$100 fine.

Small refrigerators, microwave ovens and hot water kettles with automatic shut off switches are permitted within sleeping rooms.

Guest Policy

Residents of International House are allowed to have guests stay overnight in the residence. Guests must be at least 18 years old to reside in International House. Anyone who does not have housing contract on file is considered a guest. You may have a guest stay with you in your room at no cost if you so choose or if space does not permit this to occur. International House residents may utilize the Resident Guest Program for their guests. Program details are listed below

- Available only to residents of International House (must have current, signed housing agreement on file)
- Reservation requests must be made directly by the I-House resident through the front desk
- Reservations must be paid for by the I-House resident at the time of reservation
- Reservations are applicable only for dorm-style rooms (eg. rooms specifically designated for short term guests)
- Reservations requests are accepted on a first-come, first-serve basis
- Currently no black out dates apply
- Tiffin vouchers are not included
- Short term guest rooms include standard linen set
- Stay duration is limited to seven consecutive nights
- See Fee Schedule for current rates

Pet Policy

Pets are not permitted anywhere within International House. Residents or guests found to have pets of any kind (eg. animals, reptiles, etc.) in their rooms or in any area of International House are subject to a \$250 fee and will be required to remove the pet.

Facilities & Services

Overview

Facility space at International House is intended primarily for the use and benefit of all residents. Along with the right of use, each resident has an obligation to use spaces at International House in a responsible and considerate manner. To that end, these basic principles govern the use of all our space:

- Sharing: common space is not solely yours - it is available for use by all residents
- Caring: don't damage or remove anything from common areas
- Cleaning: leave any space in the condition you found it & clean-up after yourself

Resident Rooms

Residents are responsible for damage beyond ordinary wear and tear to premises and furnishings. This includes damage to the windows and the safety devices installed in the room, as well as damage to the walls by adhesive materials or hooks, thumbtacks, nails, etc. No furnishings may be removed from a resident's room. Residents will incur fees for missing furniture. All residents are responsible for cleaning their own rooms and for helping to keep public areas neat and clean by using the appropriate containers to dispose of garbage. Closets containing cleaning equipment are located on each floor. Limited cleaning supplies may be obtained from the Front Desk on the first floor. If your room is not left in satisfactory condition at checkout time, you will be charged a cleaning fee. Rooms must be inspected from time to time to ascertain the extent of wear and tear on furnishings, paint, fixtures, etc. International House therefore reserves the right to inspect residents' rooms at all reasonable times.

Study Rooms

There are several private study rooms located on the basement level for resident use. There is no charge to use a study room. You may access the study room by using your security key. Study room access is governed by the first-come, first-serve principle. However, residents are not allowed to maintain personal belongings in a study room overnight or to sleep and/or live in a study room. Residents who fail to abide by these principles may forfeit the right to use these spaces.

Community Kitchen

Our Community Kitchen is located on the first floor and is open 24 hours each day. Cooking equipment and cleaning supplies are provided for the use of all residents. Food lockers, refrigerator bins and freezer bins are available for rent on a quarterly basis. See the Fee Schedule below for a list of current rates. Community Kitchen standards are posted in visible locations within the Kitchen. It is vital to the success and operation of the Kitchen that these guidelines are followed by all residents. Violation of these guidelines may result in loss of Kitchen privileges. Please note some additional important reminders about the Community Kitchen:

- Resource sharing or trading is not allowed and International House is not responsible for any personal property that may be discarded resulting from these practices.
- International House is not responsible for the loss of food or perishables due to the loss of electricity or mechanical failure.
- Food and kitchen items that are left out on counters, sinks or other locations in the kitchen may be discarded without warning. All items must be properly stored.
- You will be billed for rental fees based on your reservation. Resource rental fees will not be prorated. If you are discontinuing a rental started in a previous quarter, please see the Front Desk before the current quarter's payment deadline to turn in your keys and discontinue rental. Otherwise, you will be responsible for the entire quarter's rental charge.

Storage

- While in Residency: International House provides residents with limited storage on the lower level based on availability. While residing at International House under a housing agreement, there is no charge to use this storage space. However, all residents are required to complete a Storage Agreement. Please note that you will be required to show this completed form to staff when requesting access to the storage area. All items must be in sealed containers or boxes unless approved by a staff member from the Office of Finance & Administration. Additionally, all of your items in storage must be removed on or before the final day of occupancy unless paid storage between agreement periods has been requested and paid for in advance. International House reserves the right to discard any items left in storage after a resident's agreement period ends. The current storage room access hours are Monday-Saturday from 10:00am-12:00pm and from 3:00pm-4:00pm.
- While Out of Residency: International House provides residents who have an accepted housing agreement for a future quarter storage with storage at the applicable storage rate (see Fee Schedule) based on availability. Belongings can be stored on the basement level or in the resident's room. Resident's who decide to store belongings in their room will be required to return their room key and checkout. Residents who choose this storage option will not be able to access their belongings while they are out of residency.

Phones

Each resident room is equipped with a NSIT campus telephone. If you do not have a telephone in your room at the time of check-in, make sure to note this on your room condition report and contact the Senior Coordinator of Technology at i-house-technology@listhost.uchicago.edu to obtain a replacement. There is no charge for calls made to extensions on campus. All other calls, including calls made to Chicago-area

extensions, require the use of either an authcode or a calling card. Authcodes are available to University of Chicago students only. Telephones at International House are supported by NSIT. For additional information on phones, repair requests, authcode rates, and how to contact NSIT, please visit <http://nsit.uchicago.edu> or call 2-9100. Residents will be billed for lost, stolen and/or damaged phones at replacement cost.

Maintenance Requests & Repairs

Maintenance request forms are available at the Front Desk to report damaged or defective equipment and facility-related problems (eg. leak, radiator malfunction). We attempt to complete most maintenance requests within 72 hours. Please contact the Front Desk by phone or in person to report a maintenance emergency.

Bike Storage

Bikes should be stored outside at the front of the building from April 1 through October 31. Indoor bike storage is provided during winter months only (November 1 – March 31). Bikes should be stored outside at the front of the building during all other times. During this period bikes can be stored in the I-House Bike Storage room located on the basement level. There is no fee for bike storage. Access to the bike storage rooms will only be granted at the end of the storage period. Bikes may not be stored in resident rooms.

Safety & Security

We strive to make International House safe and secure environment. However, we are located in a highly urban area and do have a wide range of individuals in the building at all times. Accordingly, you should be aware of the following safety tips and measures in place for your security:

- Doors: We strongly suggest that you lock your room door each time you leave, even if for a short while. Additionally, do not prop open entryway doors. Only I-House residents and staff with keys may enter the building without being buzzed in by the Front Desk.
- Suspicious Behavior: If you see or hear something that makes you feel uncomfortable or threatened, please report it to the Front Desk immediately. For all emergencies, please call 911 directly for a police response.
- Security Cameras: We have several security cameras located throughout the building at key entry and egress areas. These cameras are not monitored 24 hours a day but are useful for examining behavior for up to 30 days after an incident.
- Personal Belongings: Do not leave personal belongings unattended in common areas. Take your belongings with you or secure them in your room.
- Public Safety Coordinator: From 11pm to 7am each day, a University of Chicago Public Safety Coordinator is located at our Front Desk. This individual is a

representative of the University Police Department. Please contact this person directly at 3-2270 with any security concerns during these hours.

Lost & Found

Articles found within International House should be turned in to the Front Desk. Lost items may be claimed upon proof of ownership. Unclaimed items will be disposed of at the discretion of International House. International House assumes no responsibility for lost, damaged or stolen personal property.

Insurance

Neither International House nor the University of Chicago provides insurance to cover your personal property. Neither International House nor the University of Chicago assumes a responsibility to compensate you for damage, destruction, theft or loss of your personal property. We strongly recommend that you maintain renter's insurance and/or check with your parent's insurance agent to determine whether your personal property is covered under their home insurance policy.

Mail and Packages

All International House residents are assigned a mailbox. This mailbox number is the same as your room number. When having packages or other mail delivered to the House you should include your room number in the delivery address. The following is an example of how your address should appear on all your mail items to ensure proper delivery:

Last Name, First Name
International House at the University of Chicago
1414 East 59th Street, Room (your room number)
Chicago, Illinois 60637-2997

Upon checkout from International House, first-class mail will be forwarded for approximately 30 days. Packages will be returned to the sender. Residents should provide their forwarding address to us prior to or at the time of departure. Residents should complete a change of address form with the United States Postal Service prior to the time of departure.

Technology Resources

Overview

We are pleased to make available a wide range of technology resources to residents. Most of the technology at International House is supported directly by the University's Networking Services and Information Technology (NSIT) group. However, some resources are supported locally. Please be advised that all use of University technology is governed by the Eligibility and Acceptable Use Policy for Information Technology.

Please visit <http://nsit.uchicago.edu/policies> to familiarize yourself with this policy and other important University technology policies.

CNET Ids

A CNet ID is the primary means of accessing the University of Chicago data network through wired or wireless means. A CNetID is a network authentication protocol used to connect you to common NSIT services (Webmail, Proxy server, Thunderbird) and many non-NSIT sites (cMore, Gargoyle, etc.). It is the prefix to your @uchicago.edu email address, and your user name for using a variety of University services such as the wireless network, logging into Cmore, accessing electronic resources from off campus, etc. University of Chicago students typically receive their id as part of orientation through their academic units. If you are a University of Chicago student and have not claimed your CNET Id, please visit <https://cmore.uchicago.edu>. If you are affiliated with an institution other than the University of Chicago, you will still be able to obtain a CNET for a fee. Please stop by the Front Desk to pay the appropriate fee (see Fee Schedule) and complete a Network Access Agreement. If you have any questions about obtaining a CNET Id, please contact the International House Senior Coordinator of Technology at i-house-technology@listhost.uchicago.edu

Wireless Network

Wireless connectivity is available throughout International House including residential rooms and all common areas. Accessing the University's wireless network requires the following:

- A notebook computer or other internet enabled device
- An 802.11b 11 Mbps compliant network adapter (wireless card)
- A 128-bit encryption capable web browser (e.g., IE 6, Firefox, or Safari)

For additional information on the University's wireless network, please visit <http://nsit.uchicago.edu/services/wireless>. If you are experiencing connectivity problems with the wireless network, please contact NSIT directly at 4-TECH or via email at support@uchicago.edu

Connectivity in Rooms

You are able to connect to the network in your room through the network jack located in the wall plate that also contains your phone jacks. You will need an Ethernet cable and a CNET Id. If you are experiencing problems connecting from your room, please contact NSIT directly at 4-TECH or via email at support@uchicago.edu

Computer Lab

As a resident of International House, you are authorized to use the Computer Lab. Located in the basement next to the ESL Classroom, the Computer Lab is open 24 hours per day and contains several computers for your use. A CNET Id is required to use each computer. The computer lab also includes a printer and scanner available for your use. Presently, there is no charge for printing. However, you are required to supply your own paper. Please remember these important rules when using the Computer Lab:

- Work takes priority over recreation. Casual surfers and gamers must yield to people who have papers, research, and other critical work.
- Resources must be shared. If people are waiting, please limit your time in the lab to one hour.
- Computer settings cannot be changed. Users are prohibited from modifying, adding, installing, or deleting files, programs, or settings.
- Users wishing to use audio on the computer should provide their own headphones. No speakers are allowed in the lab.
- Be courteous, leave the machines as you found them, and take care to keep your space clean.
- No smoking, drinking, or eating in the lab.
- A spare toner cartridge is located at the Front Desk should the toner run out late and night or on a weekend

The Computer Lab is supported directly by the Senior Coordinator of Technology. For any and all questions and issues related to the lab, please email i-house-technology@listhost.uchicago.edu

Network Access

Residents of International House who have applied for network access but are not University Of Chicago students are considered "Special Users" as defined by the NSIT EAUP. As a result of this status, your network access is contingent on a number of additional restrictions as compared to that of a registered University Of Chicago student.

1. Primarily, as a network user your access is governed by the Eligibility and Acceptable Use Policy for Information Technology (or EAUP, available online at <http://www.uchicago.edu/docs/policies/eaup>). Violation of this policy can result in network access privileges being revoked immediately and without refund.
2. Your access is granted under a "One Strike" policy. That is, any single breach of network policy will result in an immediate termination of access privileges. You will be notified if your access is terminated, but depending on the circumstances of the violation you may not be notified in advance. Termination of network access is final and is not subject to appeals. No refund of any fee will be made to a resident who has access terminated for cause.
3. As per the terms of the EAUP, network access should be limited to core applications relating to academic, research, or service functions and ancillary applications that do not interfere with core applications of other users. In general,

acceptable ancillary applications include such things as personal email, web browsing, chat, etc.

4. Any network use that violates University policies or local laws or otherwise interferes with core applications is considered a restricted application. These applications are strictly prohibited on the University Of Chicago network and can result in immediate termination of network access. Restricted applications include but are not limited to copyright violations, excessive bandwidth use, fraud, harassment, and certain political and commercial activity.

Any questions regarding this policy should be directed to the Sr. Coordinator of Technology, 3-2293, or i-house-technology@listhost.uchicago.edu

IPTV

Internet Protocol Television (IPTV) is available at International House. The service is provided by Direct TV in conjunction with Video Furnace, Inc. The service can be accessed using a computer with an internet connection accessed online at <http://ctv.uchicago.edu/> A cable box with a remote can also be used to view the service. The following channels are currently available:

002-CBS	101-MSNBC
005-NBC	140-TNT
007-ABC	141-TBS
009-WGN	150-BBC America
011-PBS	171-Cartoon Network
032-FOX	300-CSPAN
100-CNN	301-CPPAN2

To view IPTV on your computer, please visit <http://ctvserver.uchicago.edu/> IPTV is supported directly by NSIT. For additional information on this service, please visit <http://nsit.uchicago.edu/docs/ctv> Should you experience problem or technical difficulties, please contact NSIT at 4-TECH or via email at support@uchicago.edu

If you would like to receive IPTV service on a television, you will need to purchase a convertor box. Stop by the Front Desk to place your request and pay the appropriate fee (see Fee Schedule). Convertor boxes typically arrive (1) one week after an order is placed

Additional Information

Please note the following information additional information regarding technology at International House:

- As a network user your access is primarily governed by the Eligibility and Acceptable Use Policy for Information Technology (or EAUP, available online at <http://www.uchicago.edu/docs/policies/eaup/>). Violation of this policy can result in network access privileges being revoked immediately and without refund

- Network access is granted on a per-person basis. You are personally responsible for any network access under your account and as such should not share or distribute your CNET Id or password. If you believe your account security has been compromised, it is your responsibility to visit <http://cnet.uchicago.edu> to change your password immediately.
- Residents are prohibited from installing or contracting with providers of external utilities and services such as cable TV services and internet utilities without prior approval.

Important Dates

07/01/08	Fall 2008 Housing Agreement Cancellation Deadline
09/21/08	Fall Housing Quarter Begins
10/10/08	Fall Quarter Payment Deadline
10/13/08	Fall Housing Applications w/out Agreements cancelled
10/27/08	Room Reassignment Register Deadline
11/01/08	Winter Housing Room Guarantee Deadline (for one-term residents only)
11/01/08	Winter Housing Agreement Cancellation Deadline
12/14/08	Fall Housing Quarter Ends
01/01/09	Spring Housing Agreement Cancellation Deadline
01/04/09	Winter Housing Quarter Begins
01/16/09	Winter Quarter Payment Deadline
01/26/09	Winter Housing Applications w/out Agreements cancelled
02/01/09	Spring Housing Room Guarantee Deadline (for one-term residents only)
03/16/09	Summer 2009 and 2009-10 Academic Year Housing Sign-up Begins
03/22/09	Winter Housing Quarter Ends
03/29/09	Spring Housing Quarter Begins
04/10/09	Spring Quarter Payment Deadline
04/17/09	2009-10 Room Guarantee Deadline (for all residents)
04/13/09	Spring Housing Applications w/out Agreements cancelled
05/01/09	Summer Housing Agreement Cancellation Deadline
06/14/09	Spring Housing Quarter Ends
06/21/09	Summer Housing Quarter Begins
07/01/09	Fall 2009 Housing Agreement Cancellation Deadline
07/10/09	Summer Quarter Payment Deadline
07/13/09	Summer Housing Applications w/out Agreement cancelled
08/30/09	Summer Quarter Ends

2008-09 Fee Schedule

Description	Charge	Details
Application Fee	\$ 50.00	
Application Deposit	250.00	
Buyout Fee	750.00	Per quarter
Cancellation Fee	250.00	
Cooking Appliance Fine	100.00	
Computer Cords	10.00	Per cord (Ethernet only)
Computer Paper	5.00	Per ream
Dinner Club Kitchen Package	80.00	Lrge locker, small locker, lrge fridge bin & freezer
Extended Stay	35.00	Per day for early arrival or late departure
Faxes (sent)	1.00	Per page
Faxes (received)	No charge	
Food Locker (small)	20.00	Per quarter
Food Locker (medium)	25.00	Per quarter
Food Locker (large)	35.00	Per quarter
Freezer Bin	25.00	Per quarter
Improper Checkout Fee	50.00	Per occurrence
IPTV Converter Box	350.00	
Late Payment	100.00	Per occurrence
Loft Kits (per quarter)	40.00	Non-refundable
Loft Kits (per AY)	100.00	Non-refundable
Lockouts	No charge	Key left in room
Lockout	175.00	Unpaid account balance
Lost Keys (room)	175.00	Includes new key + recombination of door
Lost Keys (other)	35.00	Per key (eg. lockers, mailboxes, etc)
Network Access (per quarter)	50.00	For non-UofC residents only
Network Access (per AY)	100.00	For non-UofC residents only
NSF	50.00	For returned check
Payment Plan	300.00	Annual fee for voluntary monthly payment plan
Pet Fine	250.00	
Refrigerator Bin (large)	25.00	Per quarter/non-refundable
Refrigerator Bin (small)	20.00	Per quarter/non-refundable
Resident Guest Rate	35.00	Per night
Room Cleaning Fee	35.00	Per hour based on time required
Room Furniture	TBD	Based on actual repair and/or replacement costs
Smoking Fine	100.00	Per occurrence
Storage Fee	300.00	Per quarter (for use of sleeping room)
Storage Fee	100.00	Per quarter (for use of I-House storage space)