

**IMPORTANT:** Read all of the instructions carefully

## TERMS AND CONDITIONS

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## Student Housing Services Campus Housing Office

104 Hahn Student Services Building  
University of California, Santa Cruz  
Santa Cruz, CA 95064

PHONE: (831) 459-2394  
FAX: (831) 459-3665  
E-MAIL: [housing@ucsc.edu](mailto:housing@ucsc.edu)  
WEB: [housing.ucsc.edu](http://housing.ucsc.edu)

ONLINE HOUSING APPLICATION:  
[studenthousing.ucsc.edu](http://studenthousing.ucsc.edu)

## CHECKLIST

- Read and understand the *Terms and Conditions* of residence
- Apply for housing at **studenthousing.ucsc.edu**
  - Select the appropriate housing contract based on your enrollment in a Summer Session term
  - Rank your preferred room options
  - Complete your Lifestyle Questionnaire
  - Review and **submit your application/contract**

**SUBMIT BILLING STATEMENT WITH YOUR PAYMENT:** During the online application process you will be required to print the Billing Statement form. In order to complete your application the **signed form** and your **full payment** must be **received in the Campus Housing Office within 14 days** of the date you submit your application or prior to move-in, whichever is sooner. Failure to do so may void your application. **If you are under 18 years old**, a parent or legal guardian signature is also required on the Billing Statement.

**LEGALLY BINDING CONTRACT:** Once confirmed by the university, your housing application becomes a **legally binding contract** that is **valid for the entire 2011 summer session for which you applied**.

**CANCELLING HOUSING CONTRACT:** Prior to taking residence, if your plans change and you are unable to live in university housing, you must login to Student Housing Online, (**studenthousing.ucsc.edu**), and cancel your application/contract. Cancellation fees may apply. After taking residence, requests for housing contract cancellation will only be considered according to **Section VI** of the *Terms and Conditions* of residence. Moving out or turning in keys without official approval will not release you from your contractual obligation, and you will continue to be billed accordingly.

**CONTACT INFORMATION:** If you have questions about billing, or the information contained in the following *Terms and Conditions* of residence, please call the *Campus Housing Office* at (831) 459-2394 or e-mail **housing@ucsc.edu**.

For other housing or residential life questions, contact the *College Nine Student Life and Housing Office* at (831) 459-3767 or e-mail **9housing10@ucsc.edu**.

**Disability-Related Housing Accommodation Needs:** If you have documented disability-related housing needs you will need to **submit a Housing Accommodation Request form** in addition to completing the online housing application/contract process. Contact the *Disability Resource Center (DRC)* for a request form and information about University of California medical documentation requirements. *Disability Resource Center* e-mail: [drc@ucsc.edu](mailto:drc@ucsc.edu), Phone: (831) 459-2089, TTY: (831) 459-4806 or URL: [www2.ucsc.edu/drc](http://www2.ucsc.edu/drc)

**Release of Information (ROI):** The disclosure of information from student records is governed by the federal *Family Education Rights and Privacy Act of 1974*, as amended (FERPA), and is intended to protect the student's right to privacy. Information regarding a student's housing/dining charges cannot be discussed or released to any third party, including a parent or legal guardian, without the student's consent. Student may authorize the *Campus Housing Office* to discuss financial information (housing and dining charges) with a third party (e.g., parent, legal guardian, etc.) by completing the online Release of Information (ROI) authorization process (**studenthousing.ucsc.edu**).

This contract is an agreement between a University of California Santa Cruz student, hereinafter called "Student," and the Regents of the University of California, hereinafter called "University." The following **terms and conditions are effective as of the date a housing space is assigned** in a residence unit under the jurisdiction of the University of California, Santa Cruz, and a **2011 Summer Session Housing application/contract is approved** by a representative of the Regents of the University of California. This is a legally binding contract for room and board.

### I. Eligibility and Priority

- A. **Eligibility:** Student must be **enrolled and registered in a Summer Session term** at the University of California, Santa Cruz. In the event Student converts from the foregoing category, Student's right to remain on the premises ceases and Student may remain only upon the prior written approval of University. Any resident of the premises, regardless of eligibility, shall be obligated to pay University in accordance with the payment provisions of this contract for rent, fees and any services provided to the resident.
- B. **Priority:** Housing is limited and priority will be given to students who submit their application and required payment **on or before May 31, 2011.**

### II. Term of Contract/Period of Residence

- A. The term of this contract is for the **Summer Session term** specified in the online application/contract.
1. **Move in and Move out:** Student will be eligible to move into assigned space between 12 noon and 4:00 p.m. on the first day of the housing contract. Student will be required to move out by 12 noon on the final day of the housing contract.
- B. **Failure to Take Occupancy:**
1. Students who have **not occupied their assigned space** by 5:00 p.m. the day following the contract start date or have not made arrangements with University for late arrival **may forfeit their reserved housing space.**
  2. If the **Student fails to take occupancy**, and does not notify the University, in writing, prior to contract start date, the **University may continue to charge the Student.** Student shall be liable for payment of room and board fees until a replacement Student, if any, can be secured by the University and assigned to the same space and/or the university has waived such liability in writing. University shall assess a **\$500.00** contract cancellation fee upon termination of contract.
- C. **Failure to Move:**
1. Students who vacate their assigned room later than

required under the periods of residence specified herein or as otherwise agreed between University and Student are subject to a \$100.00 per day liquidated damages charge as well as any other charges allowed by law.

2. University has the right to enter a student's assigned space and remove student's personal belongings if Student has not vacated room **by 12 noon** on the final day of the contract period. Student may be charged a fee for moving and storage of personal belongings.

### III. Residence and Housekeeping Provisions

- A. **Personal Property:** University assumes no responsibility for and is not liable for any loss or damage to Student's personal property - nor is it responsible for any loss or imposition resulting from the interruption of essential services for reasons beyond the control of University. **Student is strongly advised to obtain personal property/renters insurance to insure personal property.**
- B. **Notice for Entry:** Student's residence may be entered by University authorized personnel under the following circumstances:
1. In an **emergency** as determined by University without advance notice and whether or not Student is present. When Student's residence is entered University will, within seventy-two (72) hours, inform Student of the conditions which warranted entry.
  2. **Upon 24 hours written notice by University** unless consent is given by Student for earlier entrance to conduct necessary or agreed upon inspections, inventory, repairs/maintenance, alterations, or improvements, or supply services required to maintain the residence.
  3. All **maintenance requests initiated by Student imply consent** to enter the premises to perform the requested maintenance.
  4. According to a pre-determined cleaning/maintenance **inspection schedule** presented to Student and/or posted in common areas.
  5. **Between sessions** when, at the option of the University, units may be entered without written or verbal notice, **unless the Student has been permitted to remain in residence.**
  6. When Resident has abandoned or surrendered the residence.
  7. For **any reason** otherwise allowed by law.
- C. **Visitors:**
1. Students are not allowed to provide housing to visitors without **prior written approval of their roommates/housemates.**

2. Students are not allowed to provide housing to visitors for more than three (3) days during the term of this contract **without prior written permission from University** and their roommates/housemates. Visitation for more than three (3) days shall result in a **\$100.00 per day charge** to the hosting resident(s) and may result in **student judicial action**.
  3. Student is **responsible for the behavior of any visitor(s)** and is also **financially responsible for any damages** resulting from the presence of any visitor(s). Student agrees to inform visitors of University rules.
  4. **Any resident may request a visitor to leave** pursuant to University policy.
  5. **Persons who have been evicted** from any university housing residence **may not stay in residence as a visitor** following eviction.
- D. **Use:** Assigned space is for **residential purposes only** and may not be used in any manner other than as a personal residence. Activities of a business or commercial nature are not permitted on University property. Student shall not pursue any business in their room/apartment, or on the premises. Student may not inscribe or affix any sign, advertisement, or notice on any part of the inside or outside of the buildings or premises in connection with any business or service.
- E. **Furniture and Alterations:**
1. **Furniture may not be removed from any residence** room or common area without the prior written approval from the University in accordance with written University policy. Student may not construct or install a bunk bed or loft. Only bunk beds or lofts provided by the university are permitted.
  2. Student shall make **no alterations, improvements, or additions to the premises** without prior written approval of the University. Student is responsible for the cost of the removal by University staff of any additions or improvements and returning the premises to their original condition.
- F. **Room Assignments:**
1. University will endeavor to assign Student to a residence space which meets the preference(s) noted on Student's application, but **specific unit or roommate assignments are not guaranteed**. University maintains the right to assign or reassign Student to any university-sponsored residence space that is available and to initiate adjustments to the room rate based on the actual room accommodation.
  2. University housing is a community living environment in which Students are assigned rooms, and roommates/housemates. Although rare, students in shared rooms may not have a roommate during a portion of the contract period. In such instances, **new roommate(s) may be assigned at any time, with or without advance notification. Student agrees not to occupy** or store personal belongings in **vacant spaces and to welcome new roommate(s)/housemate(s)** when assigned.
3. **University maintains the right to reassign Student**, with or without Student's permission, to an on- or off-campus residential location in the event of an actual or impending natural disaster, or the existence of another condition involving the health and/or safety and well-being of Student, which conditions would reasonably justify such relocation.
- G. **Unauthorized Room Changes:** Student may not move to another room from their assigned room without prior written approval from the University. Unauthorized room change may result in Student being required to return to the original assignment, denied the opportunity to participate in any other room change, and/or termination of the housing contract. Violation of this policy may result in student judicial action and/or denial of future housing in any university housing facility.
- H. **Utilities:** The University agrees to provide electricity, water, and refuse disposal service. However, the University shall not be liable for failure to provide any of these services when such failure is caused by conditions beyond the control of the University.
- I. **University Maintenance:** University will maintain on a regular basis the following items: window coverings, carpet cleaning, painting, and upholstery cleaning. However, **unusual or excessive damage** to these items (as determined by University) will result in charges to Student.
- J. **Student Maintenance:**
1. Student agrees to **maintain residence unit in a clean, safe, sanitary condition** and, upon termination of residence, leave said premises in a clean and orderly condition as determined by University. Failure to maintain a clean, safe residence may result in termination of contract, student judicial action, restitution, and denial of future housing in any University housing facility.
  2. Student accepts responsibility for **promptly notifying University of all conditions that require repair**. Student shall notify the University of maintenance requests through the Housing Maintenance Service Request System, [fixit.ucsc.edu](http://fixit.ucsc.edu). University personnel will perform all necessary repairs, painting, or other alterations to residence.
  3. Student agrees to bear the cost of the repair of any damage to or restoration of the building, equipment, or furnishings resulting from neglect or willful act of the Student, Student's guests, or other persons for whom the Student is responsible.

4. **Student may not perform or arrange for others to perform any repairs to damages** or any corrections of deficiencies in the premises whether during the Students tenancy or upon the termination of tenancy. The foregoing shall not limit the Students right to request that the University repair damage, correct deficiencies, or otherwise service the premises during the tenancy. Notwithstanding such a request, the Student shall be liable for any damages done to the premises or deficiencies created by the Student, normal wear and tear excepted.
- K. **Student Liability:** Student is individually **liable for loss or damage** to the assigned residence and its furnishings; and will be held jointly and individually liable for damage to the entire residence unit or apartment, not just Student's living space, in accordance with University policy unless proof of individual responsibility is made.
- L. **Keys and Lockout:**
1. University will provide residence key(s) to each student. Student **will not duplicate any University key and will not let any University key be used by anyone else.** Student agrees to be responsible for key **replacement costs** and re-keying of the residence in accordance with University policy in the event that **any University key** becomes lost, damaged or stolen.
  2. Students **must carry keys and ensure that their door is secured at all times.** If a student locks herself/himself out more than three (3) times during the contract period, there is a service fee of \$15.00 upon the fourth lock out and every lock out thereafter.
  3. All **keys to University locks are to be returned at the end of tenancy.** The Student shall pay the cost of any keys not returned, as well as the costs of any subsequent lock change(s).
- M. **Health and Safety:** Student shall not engage in any behavior or activity which endangers the health, safety, or well-being of Student, or other residents or their guests, and/or other individuals.
- N. **Mold:** Mold occurs naturally in the environment, and there currently exists no federal or state standards for permissible levels of mold. Student is required to take steps to **control the growth of mold and mildew** by keeping the premises clean and well ventilated, particularly when showering, bathing, or washing dishes or clothes. Student is required to notify University immediately upon notice of the existence of water leakage or overflow in or about the premises.
- O. University agrees to provide lodging, furnishings, utilities, and cleaning service for the **common areas** of each residence hall.
- P. **Student is responsible for the cleaning** of her/his individual room and is jointly responsible for cleaning of the common areas of each residence unit. Student agrees to leave the common areas of all residential facilities, including kitchens, eating areas, lounges and restrooms, in a clean and orderly fashion after using said facilities. Student(s) will be held jointly and individually liable for loss or damage to said facilities and will be billed accordingly.
- Q. **Cooking and cooking equipment** with exposed heating elements (e.g. hot plates) are not allowed in the residence rooms or other areas of the residence halls except as expressly permitted by University.
- IV. General Provisions and Policies**
- A. **Non-Transferable Contract:** This contract and the right of occupancy conferred are not transferable or assignable.
- B. **Non-Discrimination:** University does not discriminate on the basis of race, color, national origin, religion, sex, handicap, sexual orientation, or age in any of its policies, procedures, or practices.
- C. **Policies, Rules, and Regulations:**
1. Students are responsible for being aware of and in compliance with all **University policies, rules, and regulations**, which apply to their residential life, including dining hall policies.
  2. Regulations of the University and the college to which Student is assigned are incorporated into this contract by reference.
  3. Actions related to hate/bias directed toward an individual or personal or public property, as defined in University policies, rules and regulations, are prohibited.
  4. Student's conduct while in residence may result in termination of contract, financial liability for the term, and affect future eligibility for any UC Santa Cruz residence.
- D. **Prohibited Items:** Student agrees to comply with University policies and regulations which are incorporated herein by reference. This includes but is not limited to provisions, which prohibit:
1. possession of **firearms, knives or other weapons**
  2. all illegal use of **alcohol** and other **drugs**
  3. possession, or consumption of **alcohol by minors**
  4. possession of **kegs** or other common source containers of alcohol, and possession or use of **drug paraphernalia**
  5. Candles, lanterns, hookahs, smoking devices or other **fire hazardous items**
  6. **BBQ grills**, charcoal, lighter fluid, propane
  7. **Amplified instruments or drum sets**

- E. **Animals and Pets:** No pets (except fish in a 10-gallon tank or smaller aquarium) are allowed in the residential communities. This prohibition applies to Students and to any visitor regardless of the length of visit. Student is liable for any damage caused by pets or containers holding pets.
- F. **Pest:** Student is responsible for ensuring that all items brought into the residences are free of pests—including clothing, bedding, suitcases, backpacks, packing materials, furniture, and other belongings. In the event Student discovers or suspects a pest problem, Student agrees to immediately seek University assistance by placing a work order ([fixit.ucsc.edu](http://fixit.ucsc.edu)). Student shall not attempt to treat a problem or arrange for any third-party to perform treatment. If an infestation does occur, Student must follow the treatment protocol (including preparing the room and personal belongings) as instructed by the University.
- G. **Smoke-free Environment:** In accordance with University policy for a smoke-free environment, **all university housing facilities and residences are smoke-free.** Smoking is prohibited in all university housing facilities, including student rooms and apartments, community rooms, restrooms, lounges, common areas, cafés and dining halls. Additionally, smoking is prohibited in all indoor public spaces at UC Santa Cruz. The no smoking policy includes exterior stairways, decks, patios and balconies. Smoking outside is permitted only in designated areas, at least 25 feet away from all buildings and air intakes, and not in any wooded or bush areas.
- H. **Student Rights and Responsibilities:**
1. **Student agrees to comply with all University policies, procedures and regulations regarding student conduct and all applicable federal, state, and local laws, which are incorporated herein by reference.** Students are responsible for knowing all such University policies, procedures and regulations as set forth in official University publications including the Policies and Regulations Handbook, Student Life and Housing Guides, and residential handbooks. The University reserves the right to make other rules and regulations as in its judgment may be necessary for the safety, care and cleanliness of the premises and for the preservation of order. **The student agrees to abide by all additional rules and regulations** that are adopted. **Violations of these rules and regulations may become the basis for disciplinary action** against the Student, which may include termination of the contract and initiation of eviction proceedings.
  2. Student agrees to respect the rights, privileges and property of other members of the University community and visitors to the campus.
  3. The following acts subject the Student to University disciplinary procedures, including possible termination of their university housing contract: violation of federal, state or local laws and ordinances, University policies and regulations outlined in the University Policies and Regulations Handbook, Housing and Residential Life policies and regulations, community living expectations.
- Emergency Contact Information:** In order to communicate necessary information to a parent or legal guardian in an emergency situation (e.g., earthquake, fire, flood, civil disturbance), Student is expected to provide valid emergency contact information through Student Housing Online ([studenthousing.ucsc.edu](http://studenthousing.ucsc.edu)) and to keep information current.
- I. **E-mail:** In order to communicate necessary housing business, Student is **expected to check her/his University e-mail account on a regular basis** ([slugmail.ucsc.edu](mailto:slugmail.ucsc.edu)). Furthermore, Student is expected to regularly update personal contact information (address and phone numbers) via the Student Portal ([my.ucsc.edu](http://my.ucsc.edu)).
- J. **Parking: Parking is not included in the housing contract or residence rate.** Students possessing any motor vehicle agree to pay all applicable **parking fees** and to abide by UC Santa Cruz rules and regulations which forbid the keeping of any motor-driven vehicle in or about the residence buildings. Contact Transportation and Parking Services at [taps@ucsc.edu](mailto:taps@ucsc.edu) or (831) 459-4543, if you have questions about parking.
- K. **Construction:** Construction and/or remodeling or repair of academic and residential buildings on the UC Santa Cruz campus in the vicinity of the residential facilities is scheduled for the Summer Session period. Construction is expected to occur during normal day time working hours, but will result in disturbances and disruptions, including, but not limited to, increased noise and dust in the area surrounding the residential facilities. There may also be both planned and unplanned utility shutdowns in the residential facilities. By agreeing to these terms and conditions, Student agrees that Student has been advised of said construction, and acknowledges that there will be disturbances and disruptions resulting from construction and has agreed to such.
- V. **UC Santa Cruz Dining**
- A. **A Slug Point Meal Plan is required** for all Summer Session residents. This plan provides Student with an allocation of Slug Points based on the length of residency (each Slug Point has a dining value of \$1). Slug Points can be used by Student (or their guests) in any open UC Santa Cruz Dining location. A

discounted Slug Point meal price is available at the dining halls. Slug Points are valid from the first day of the contract period through the last day of the contract period. Slug Points are non-transferable, non-refundable, and do not carry over to the academic year.

1. **Supplemental Slug Points** are available for purchase by residential students only during the summer and do not carry over to the academic year.

**Nutritionist:** A meal plan is a required component to the university housing contract for summer session housing. Any questions or concerns about **specific dietary needs** should be addressed before agreeing to these Terms and Conditions of residence. We will work to accommodate your needs as much as possible. In addition to UC Santa Cruz Dining staff (ucscantacruz dining@ucsc.edu), a nutritionist is also available through the campus Student Health Center to discuss any dietary concerns.

#### B. UC Santa Cruz Dining Policies

1. **First and Last Meals and Dining Regulations:** Dinner will be the first meal served in the campus dining halls on day residences open for **the contract period**. Breakfast will be the last meal served on the final day of the contract period.
2. **Dining Locations:** Students may use the Slug Points in any open UC Santa Cruz Dining location. University reserves the right to open or close each dining facility throughout the summer as demand may warrant. Alternate dining schedules will be used for all holiday periods.
3. **Student ID:** Students must show proper UCSC identification at every purchase. Student identification and privileges are nontransferable. Access is by card swipe only. Lost cards should be reported immediately.
4. **Misuse:** Misuse of Student's dining plan or ID card may result in the card being confiscated, and a forfeiture of the dining plan with no refund. Student may also be subject to disciplinary action.
5. **Guests:** Student may bring a guest into the dining halls utilizing Slug Points.
6. **Unused Slug Points:** Unused **Slug Points will expire on the last day of the contract period**. Slug Points are non-transferable, non-refundable, and do not carry over to the academic year.

#### VI. Termination and Modification of Contract

- A. **Cancellation or Termination by University:** This contract and all rights of occupancy hereby conferred may be terminated by University under the following circumstances:
  1. Without cause, given a written **30 days notice**.
  2. Given written **3 days notice** if Student fails to comply with any term or condition of this contract.
  3. Given written **3 days notice** if Student fails to make the required payments when due, fails to maintain the required student status, or breaches any term of this contract.
  4. Termination of contract at any University residence may result in denial of housing at all UC Santa Cruz housing facilities, on or off campus.
- B. **Request for Cancellation or Termination by Student:** Requests for cancellation of this contract by Student may be granted only under the conditions listed below:
  1. Student **withdraws** from Summer Session or takes a **leave of absence** for verified academic, medical, financial, or military reasons.
  2. Student is registered and engaged in a **program of study** which necessitates residence **outside Santa Cruz County**.
  3. Student receives special University permission due to verified medical, personal or financial hardship.
- C. **Approval of Cancellation or Termination:** University must approve in writing all requests for housing cancellations with an official termination date before Student may be considered released from this contract. **Moving out or turning in keys without official approval does not constitute termination of this contract.**
- D. **Cancellation Fee:** A **\$500.00 cancellation fee** is ordinarily charged to Student if University approves a cancellation request or if University initiates cancellation due to Student failure to comply with any term or condition of this contract.
- E. **Contract Modification:** This contract may be modified due to extraordinary circumstances, as determined by University, only upon mutual agreement of Student and University. Any such modification(s) shall be recorded as amendment(s) to the contract by the *Campus Housing Office*.
- F. **Vacating Residence:** Vacating Residence:
  1. Upon termination of the contract, Student agrees to **surrender the premises to the University by 12 noon on the termination date**, unless prior written consent of University is granted for Student to remain in residence on a day-to-day basis. In this case, Student will be charged a per diem rate for any period of residence beyond this date.
  2. Student shall be individually liable for the **removal of all property of the Student**. Any Student property left in the

residence after termination date will be deemed abandoned, and the University may take possession of and dispose of such property in any manner it deems appropriate in accordance with University regulations and applicable law, without any liability to the University whatsoever.

3. Student understands and agrees that the **Student remains responsible** for the premises, fixtures, furniture, and for paying the **full residence rate until all keys are returned to the University and notice is given that the residence has been vacated.**
4. **Check-out:** Upon termination of the contract **University will conduct an inspection of the premises** and will assess damage and cleanliness based on examination of the room/apartment at the time of the inspection. **Student may choose to be present** during the inspection or select an express check-out. If Student selects an express check-out it is understood Student agrees to waive any right to be present at the check-out inspection and Student agrees to be held financially liable for necessary cleaning, the repair of any damaged item, and/or the replacement cost of any item lost,

missing or damaged beyond repair. Student understands that by selecting an express check-out any right to contest/appeal cleaning, damage or replacement charges is waived. It is recommended that Student follow the standard check-out process if concerned about damage responsibilities.

- G. **Waivers:** Any waiver or non-enforcement by University of any term or condition of this agreement shall not constitute a waiver of any subsequent breach of the same or any other term or condition of this agreement. Acceptance by University of any rental payment after Student's breach of any provision of this contract agreement shall not be deemed a waiver of such provision or any prior or subsequent breach of any provision, other than Student's failure to make timely payment of the housing payment so accepted, whether or not University knew of the prior breach at the time such payment was accepted.
- H. **Housing Appeals Process:** In the event that a request for cancellation is denied at Student's assigned University residence, Student may request a review by the Housing Appeals Board.

## Housing Contract Cancellation or Modification Process

STEP 1 PICK UP FORM(S)	STEP 2 RETURN FORM(S)	STEP 3 REVIEW/NOTIFY
<ul style="list-style-type: none"> <li>▶ Contact Housing Coordinator</li> <li>▶ Obtain <b>Request for Housing Contract Cancellation or Modification</b> form</li> <li>▶ Obtain any supplemental documents (see below)</li> </ul>	<ul style="list-style-type: none"> <li>▶ Return completed <b>Request for Housing Contract Cancellation or Modification</b> form to your Housing Coordinator</li> <li>▶ Return any supplemental documents as directed</li> </ul>	<ul style="list-style-type: none"> <li>▶ Housing staff reviews request and notifies student of decision in writing (letter and/or e-mail)</li> </ul>

### REQUIRED SUPPLEMENTAL DOCUMENTS

#### Academic

- 1) Supporting documentation, if available

#### Financial

- 1) **Financial Advisory Form**  
Fill out and return to your Housing Coordinator
- 2) Personal Statement
- 3) Supporting Documentation

#### Medical

- 1) **Medical Care Provider Form**  
Fill out and bring to your personal physician  
Read Medical Documentation Guidelines
- 2) **UCSC Student Health Center Advisory Form**  
Fill out and return to your Housing Coordinator

#### Other

- 1) **Meal Plan Accommodation Form** (If applicable)  
Fill out and make an appointment to meet with UC Santa Cruz Dining Assistant Director
- 2) Personal Statement

## VII. Payment and Refunds

- A. **Proration:** The residence rate is charged in advance of each summer session term.
1. If Student takes **occupancy** of a space **during the first two weeks** of the contract period no residence rate (room or dining) adjustment shall be made.
  2. If Student takes **occupancy after the first two weeks** of the contract period, a residence rate adjustment shall be made if Student was scheduled to commence occupancy on the later date or such late occupancy and residence room rate adjustment has been approved in writing by University.
  3. If Student obtains University approval to **terminate** this contract **during the first week** of the contract period, the Student will be charged the residence room rate for the entire week. Any adjustment to the dining plan rate will be based on actual usage. Student may also be charged the standard contract cancellation fee.
  4. If Student obtains **University approval to terminate** this contract **after the first week of the contract period**, residence room rate shall be prorated based on length of residence. Any adjustment to the dining plan rate will be based on actual usage. However, no rate adjustment shall be made for a contract termination occurring during the final week of the contract period. It is hereby agreed that said charges are liquidated damages, it being extremely difficult or impractical to determine actual damages under the circumstances. Student may also be charged the standard contract cancellation fee.
  5. If **University initiates a termination** of this contract, Student's residence room rate shall be prorated based on length of residence. Any adjustment to the dining plan rate will be based on actual usage. Student may also be charged the standard contract cancellation fee.
- B. **Abandonment:** A portion of the residence rate (room and dining) may be refundable if the contract is terminated for causes pursuant to Paragraph VI. In the event Student abandons the residence, **Student shall be liable for the full residence rate** for the balance of the contract period, as well as any other costs incurred by University as a result of such abandonment, unless and to the extent that a replacement Student is assigned to the same space and/or University has waived such liability in writing.
- C. **Payment of Housing Charges:** The full residence rate is due and payable in full **within 14 days** of submitting an online application/contract or prior to move in, whichever is sooner. Failure to submit the required full payment and signed Billing Statement form to the Campus Housing Office may result in automatic termination of application/contract.
1. **UCSC accepts e-Checks with SallieMae via the Student Portal (my.ucsc.edu), cash, checks, Western Union, Moneygram, or credit card.**
  2. Cashier's checks, personal checks, or money orders are **payable to the UC Regents**, and can be mailed or submitted in person **at the Cashier's Office**, University of California, Santa Cruz, 1156 High Street, Santa Cruz, CA 95064. **Do not send cash.**
  3. Credit card payments for the full residence rate can only be made online through the Summer Session web site (**summer.ucsc.edu**).
  4. Financial aid recipients must make arrangements directly with the *Campus Housing Office* for payment.
  5. **Returned Checks:** After two instances of personal checks being refused payment by Student's bank, Student may be required to make future housing payments in secured funds (cash, cashier's check, or money order).
- D. **Reserved Housing Space:** If Student elects **not to take occupancy** and instead cancels a reserved housing space prior to contract start date, the residence rate, **minus a \$50.00 University administrative service cost**, will be refunded. The parties agree that the **\$50.00 is a liquidated damages charge** to cover the University's costs because it is extremely difficult or impractical to determine the University's actual damages from Student's decision not to take occupancy.
- E. **Residence Rate:** University may **raise** the residence rate up to five percent (5%) if circumstances warrant and thirty (30) days prior written notice is given to Student.

## Housing Calendar Summer 2011

<b>April 18, 2011</b>	Summer Session Registration begins. Housing application process begins.
<b>May 31, 2011</b>	Priority deadline for housing applications and required payment
<b>June 19, 2011</b>	Housing contracts begin for 10-week, 8-week, 7-week, and five-week 5A Summer Sessions. First meal served is dinner.
<b>June 20, 2011</b>	Instruction begins for 10-week, 8-week, 7-week, and five-week 5A Summer Sessions.
<b>July 4, 2011</b>	Holiday. (no classes held)
<b>July 22, 2011</b>	Instruction ends for 5A Summer Session.
<b>July 23, 2011</b>	5A Summer Session housing contracts end at noon. Last meal served is breakfast.
<b>July 24, 2011</b>	Housing contracts begin for five-week 5B session. First meal served is dinner.
<b>July 25, 2011</b>	Instruction begins for 5B Summer Session.
<b>August 5, 2011</b>	Instruction ends for 7-week Summer Session.
<b>August 6, 2011</b>	7-week Summer Session housing contracts end at noon. Last meal served is breakfast.
<b>August 12, 2011</b>	Instruction ends for 8-week Summer Session.
<b>August 13, 2011</b>	8-week Summer Session housing contracts end at noon. Last meal served is breakfast.
<b>August 26, 2011</b>	Instruction ends for 10-week and five-week 5B Summer Sessions.
<b>August 27, 2011</b>	10-week and five-week 5B Summer Session housing contracts end at noon. Last meal served is breakfast

## Housing Billing and Payment

The residence rate is charged in advance of each summer session term. As part of the online application process, all students are **required to print a “billing statement” and return it, with full payment**, to the *Campus Housing Office* (address included on the statement form). Accepted forms of payment include personal check, cashiers check, money order, or credit card. Checks and money orders should be made **payable to the UC Regents**. To complete your application and confirm your housing space, the billing statement and your full payment must be **received within 14 days** of the date you submit your application or prior to move-in, whichever is sooner. Failure to do so may void your application.

### Late Fees

Late fees are assessed if full payment is not posted to your account by the established due date. **Each housing late fee is \$25.00.**

### Financial Aid Recipients

Financial aid recipients must make payment arrangements directly with the *Campus Housing Office* for payment. **No room assignment will be confirmed until full payment has been received.**

## Payment Due Date

Full payment must be **received within 14 days** of the date you submit your application or prior to move-in, whichever is sooner. Failure to do so may void your application.

## Room and Dining Plan Rates

These are per-person rates and include room charges and a Slug Points dining plan

	10-week	8-week	7-week	5A: 5-week	5B: 5-week
<b>Contract Dates</b>	6/19-8/27	6/19-8/13	6/19-8/6	6/19-7/23	7/24-8/27
<b>Single room</b>	\$4,192 With 1159 Slug Points	\$3,341 With 924 Slug Points	\$2,916 With 806 Slug Points	\$2,106 With 571 Slug Points	\$2,106 With 571 Slug Points
<b>Double room</b>	\$3,159 With 1159 Slug Points	\$2,518 With 924 Slug Points	\$2,197 With 806 Slug Points	\$1,607 With 571 Slug Points	\$1,607 With 571 Slug Points
<b>Triple room</b>	\$2,829 With 1159 Slug Points	\$2,255 With 924 Slug Points	\$1,968 With 806 Slug Points	\$1,424 With 571 Slug Points	\$1,424 With 571 Slug Points

**Note:** Students enrolling in both 5-week (5A and 5B) summer sessions terms should submit a housing application/contract for the 10-week housing option. Students who opt to sign up for each individual 5-week housing application/contract will be required to move out during the period between contracts and may be reassigned to a different room for the second session. Students permitted to remain in residence will be obligated to pay the room and board charges for the additional day.

Notice: The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the University to provide the following information to individuals who are asked supply information about themselves:

The principal purpose for requesting the information on this form is to process applications for housing. State and/or Federal statute and/or University policy authorize maintenance of this information.

Furnishing specifically designated information requested on this form is mandatory — failure to provide such information will delay or may even prevent completion of the action for which the form is being filled out.

Information furnished on this form may be used by the University of California, Santa Cruz and will be transmitted to the State and Federal governments as required by law.

Individuals have the right to review their own records in accordance with University personnel policy and collective bargaining agreements. Information on applicable policies and agreements can be obtained from campus, Laboratory, or office of the President staff and Academic Personnel Offices.

The official responsible for maintaining the information contained on this form is: Student Housing Services, Assistant Director.

Notice: The California Legislature has enacted a penal code section, which requires an agreement for residential real property to contain the following notice regarding the availability of information on registered sex offenders. The University of California, Santa Cruz, is providing this notice in keeping with the spirit and intent of the new code section.

This notice is not intended as a statement or implication that any University facility is susceptible to or has experienced any problems with sex offenders. Until recently, the information maintained by law enforcement agencies was not disclosable to the public, and this notice is a method of making a change in the law widely known to the public. Please contact the Santa Cruz County Sheriff's Office at (831) 454-2311 if you have any questions regarding this database.

The California Department of Justice, sheriff's departments, police departments serving jurisdictions of 200,000 or more and many other local law enforcement authorities maintain for public access a data base of the locations of persons required to register pursuant to Section 290.46 of the Penal Code, information about specified registered sex offenders is made available to the public via an Internet web site maintained by the Department of Justice at [www.meaganlaw.ca.gov](http://www.meaganlaw.ca.gov). Depending on an offender's criminal history, this information will include either the address at which the offender resides or the community of residence and ZIP code in which he or she resides.

**Student Housing Services  
Campus Housing Office**

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please call (831) 459-2394 or e-mail [housing@ucsc.edu](mailto:housing@ucsc.edu)