

HOUSING APPLICATION PACKET

Are you a full-time student?

Have you been admitted to CSU?

Have you applied for Financial Aid?

If you answered yes,

Submit completed housing application

Submit medical/immunization records

Submit financial aid housing eligibility form

Submit campus safety questionnaire and background check (fees apply)

Check www.csu.edu/dosa/housing for **PRIORITY DEADLINES**

AFTER DEADLINES, APPLICATIONS ARE AVAILABLE ON A FIRST COME, FIRST SERVED BASIS ONLY!
Incomplete applications cannot be processed.

Mail or E-mail Housing Packet to: housing@csu.edu
Housing and Residence Life, RH 105
9501 S. King Drive
Chicago, IL 60628-1598
Tel. 773.995.4543
Fax. 773.995.2480

You will receive a letter within 5–7 business days regarding the status of your application. Incomplete applications will be wait-listed. If you wish to cancel your housing application, you must notify the Housing Office in writing at least 3–4 weeks prior to the first day of classes. **Please note:** Your application fee is nonrefundable.

HOUSING APPLICATION PROCEDURES

Students living in the Residence Hall are required to be enrolled as a Chicago State University Student either part time or full time (at least nine credit hours). Priority goes to full time students (a minimum of 12 credit hours for undergraduates and nine credits for graduate students). Students must also be in full medical compliance with the Wellness Center and have medical insurance. The Department of Housing and Residence Life reserves the right to deny housing for students who don't maintain a cumulative grade point average of 2.0.

ADMISSION QUESTIONS

DO NOT SUBMIT THIS HOUSING PACKET UNLESS YOU ARE ADMITTED. YOU MUST BE ADMITTED TO CHICAGO STATE UNIVERSITY BEFORE APPLYING.

Contact Admissions at 773-995-2513, ADM 200

FINANCIAL AID QUESTIONS

Each housing applicant must complete a Financial Aid Housing Eligibility Form (Attached to Housing Application). Student must have filled out his or her FAFSA prior to applying for on-campus housing.

APPLICATION FEE

A \$50 non-refundable application fee will be applied to all applying housing students. *Please do not mail the application fee!*

CRIMINAL BACKGROUND CHECK

All new and returning housing students must complete a criminal background check. There are two parts of the criminal background check. Part I is the Campus Safety Questionnaire. Part II is submitting information to the www.CastleBranch.com online provider (\$50 fee applies or less for a re-check).

MEDICAL/IMMUNIZATION QUESTIONS

A medical compliance card will be issued to the student once the medical/immunization has been submitted and cleared with the Wellness Center. If any of the below is missing, you will not be issued a compliance card, and this will prohibit you from obtaining housing.

YOU MUST HAVE:

- Diphtheria and tetanus (TD)—must have been done within the last 10 years.
- A tuberculin (TB) skin test with results—done within the last year.
- Complete Physical—done within the last year.
- Documented proof of 2 doses of measles, mumps, rubella (MMR) or a test verifying immunity.

Please type or print legibly:

Before you apply for housing, you must be admitted to Chicago State University. Once admitted to the university, submit the completed housing application.

Term Currently Applying: Fall Spring

Name: _____ UID (if known) _____

Home Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Email: _____

Date of Birth: _____ Age: _____

Are you a W.A.C. athlete? YES NO If yes, what sport? _____

I require ADA accommodations or equipment for the mobility and /or hearing-impaired: NO YES Please specify accommodation(s) requested, special physical needs, medical conditions, or prescription or other pertinent information which you would like to disclose and make Residence Life staff aware of in order to better serve you. _____

STATUS VERIFICATION

Freshman Sophomore Junior
 Senior Graduate

GENDER IDENTITY

Male Female Neutral Transgender

ETHNIC ORIGIN:

Your response to this question is optional and will not affect your request for housing.

Asian Pacific Islander Hispanic
 Black (Non-Hispanic) White (Non-Hispanic)
 American Indian/ Alaska Native
 Other

TERMS OF APPLICATION

I understand that if I have not submitted all required materials for housing (application, medical/immunization record, and criminal background), by the deadline, my request for housing will be waitlisted. I understand I must complete a housing cancellation form before the first day of move in (for the term to which I am applying) to avoid cancellation fees. I understand that the \$150 application fee is nonrefundable. If I am a fall applicant, I understand that I must cancel my spring housing the first week of December in order to avoid spring cancellation fees.

Applicant Signature: _____ Date: _____

Legal Guardian Signature (if under age 18): _____ Date _____

ROOM and MEAL ASSIGNMENT OPTIONS

List up to 2 preferred roommates below (roommates must be of the same gender). You must list each preferred roommate's complete name and contact number. *Requested roommates must submit completed application and fees simultaneously.

1stChoice Name: _____ Phone: _____

2ndChoice Name: _____ Phone: _____

Graduate students and upperclassmen (at least 60 credit hours) have preference to single rooms.

Check ONE: Double Single Double as Single

1. I am generally a quiet and reserved person outgoing and talkative somewhere in between

2. From my roommate, I expect some interaction little interaction no interaction

3. I normally keep my living space very neat and orderly casual and cluttered casual but neat

4. I normally clean my living space daily weekly twice weekly only when forced to

5. I like to entertain friends in my living space often occasionally rarely

6. CSU campus is a designated smoke-free environment. Please visit the CSU Smoking policy.

I smoke tobacco products. YES NO

I would have difficulty if a roommate smoked. YES NO

7. My possessions are for my use only my roommate's use with permission my roommate's use anytime

8. For study I like absolute quiet moderate quiet I don't need quiet

9. For studying each night, I will need 1-3 hours 3-5 hours over 5 hours

10. The time I generally go to bed on school week nights is: _____; on weekends: _____.

11. My major will be: _____

12. Please list below a few of your hobbies/ interests/ leisure activities which you enjoy (e.g. sports, music, reading, etc.) other pertinent information which you would like to disclose and make Housing staff aware of in order to better serve you:

MEAL OPTIONS *(Changes to meal plan cannot be made mid-semester. Please select mindfully.)*

19 meals/ week (mandatory for first time freshmen)

15 meals /week

10 meals/week

Note: CSU Housing & Residence Life does not, and will not, discriminate in any way in regard to roommate matching (race, religion, sexual preference, etc.)

CAMPUS SAFETY QUESTIONS

INSTRUCTIONS

You must answer all Campus Safety Questions and submit to a criminal background check to determine your eligibility to reside in campus housing. If you have been the subject of a criminal background check at Chicago State University within the previous year, you may qualify for a waiver or modified recheck provided you tender the results of the prior background check to the Director of Residence life. The information obtained through the Campus Safety Questions or criminal background check may be disclosed and/or used by other departments or units within the University for legitimate purposes, including but not limited to law enforcement monitoring and/or academic program enrollment decisions. Your “yes” answer to one or more of the following questions will not necessarily preclude you as a candidate for on-campus housing. However, your failure to provide complete, accurate and truthful information will be grounds to deny your housing application, or make you subject to disciplinary sanctions after acceptance to on-campus housing. You must properly notify the Housing and Residence Life Office in writing of any criminal charge, conviction or other disposition of a criminal charge, any school, college or disciplinary action against you, or any type of military discharge that occurs after you submit this housing application.

QUESTIONS

1. Have you ever been convicted of a crime, other than a traffic-related misdemeanor?
 Yes No
2. Have you ever entered a plea of guilty, no contest or nolo contendere in response to a criminal charge? Yes No
3. Have you otherwise accepted responsibility for the commission of a crime?
 Yes No
4. Do you have any criminal charges pending against you?
 Yes No
5. Have you ever been expelled, dismissed, or suspended by any school, college, or university?
 Yes No
6. If you have served in the military, have you received any type of discharge other than an honorable discharge?
 Yes No

If you answered “yes” to any of the above questions, please explain the circumstances and provide all relevant details (e.g., conduct involved, date, locations, etc.).

Name: _____ UID: _____

Please complete criminal background check (re-check for returners)

STUDENT INSTRUCTIONS FOR CHICAGO STATE UNIVERSITY – HOUSING

ABOUT CastleBranch.com

CastleBranch.com is a service that allows students to order their own background checks online. Information collected through CastleBranch.com is secure, tamper-proof and kept confidential. The services performed are based on guidelines provided by your school, so you know you will receive all the information you need from one source. Your results will be posted on the CastleBranch.com website where the student, as well as the school, can view them.

BEFORE PLACING YOUR ORDER

- **Required Personal Information**
In addition to entering your full name and date of birth, you will be asked for your social security number, current address, phone number and email address.
- **Payment Information**
At the end of the online order process, you will be prompted to enter your Visa or MasterCard information. Money orders & electronic checks are also accepted but will result in additional turnaround time.

PLACE YOUR ORDER

Go to: www.CastleBranch.com, click on “Students” & enter package code: **CG78**

VIEW YOUR RESULTS

After placing your order on CastleBranch.com, you will receive a confirmation email that will contain the password needed to access your results and view any missing information required to process your order.

Go to: www.CastleBranch.com, enter the password provided, click “View.” On the next screen, enter the last 4 digits of your social security number to access your information.

Although 95% of background check results are completed within 3-5 business days, some results may take longer. To see your order status, return to CastleBranch.com with your password. Your order will show as “In Process” until it has been completed in its entirety. Your school’s administrator can also securely view your results online with his or her unique username and password.

WWW.CastleBranch.com

1844 Sir Tyler Drive

Wilmington, NC 28405

888.666.7788

CHICAGO STATE UNIVERSITY

Office of Student Financial Aid - 9501 South King Drive - Cook Administration Building - Room 207 - Chicago, Illinois 60628
Telephone: 773-995-2304 Fax: 773-995-3574 E-mail: csu-finaid@csu.edu

DORM STUDENT FINANCIAL AID ELIGIBILITY

(Applicant must complete top section and return with completed Housing application.)

Name _____ ID# _____

Semester (✓ one only): ___ Fall 20 ___ ___ Spring 20 ___ ___ Summer 20 ___

I will register for _____ hours during the Semester indicated above.

(If you reduce your registered hours from the number indicated above, your Financial Aid funds may be reduced.)

I will occupy a (✓ one only) Double Room _____ Single Room _____

IMPORTANT INFORMATION FOR STUDENT – PLEASE READ CAREFULLY

A “BALANCE NOT COVERED BY FINANCIAL AID,” you will be required to provide a “Tuition Management Systems” installment payment plan receipt, or CSU cash payment receipt for the entire balance, upon move-in to the Residence Hall.

For student “NOT RECEIVING FINANCIAL AID,” you will be required to make your initial down payment of \$644 and provide a “Tuition Management Systems” installment payment plan receipt, or cash payment receipt for the entire balance.

For the on-line “Tuition Management Systems” payment plan go to www.afford.com. Should you have any questions regarding “Tuition Management Systems” please contact the Office of the Bursar at (773) 995-2470 or visit their office in Room 213 of the Cook Administration Building.

TO OUR STUDENT: By completing the top portion of this form you are authorizing the Office of Student Financial Aid to provide the Financial Aid information below to the Office of Housing and Residence Life. The Office of Housing and Residence Life will use this information to help evaluate your ability to pay Housing and Residence Life charges for the Semester indicated. PLEASE NOTE: Your eligibility for the Financial Aid funds, to be listed below, is contingent upon you being in compliance with the CSU Satisfactory Academic Progress (SAP) Policy for the Semester indicated.

AGREED: _____ Date: _____

Student Signature

* * * FOR OFFICE USE ONLY * * *

THE FOLLOWING SECTION TO BE COMPLETED BY THE OFFICE OF STUDENT FINANCIAL AID

Based upon the student’s statement above regarding the number of hours he/she will enroll for during the Semester indicated, he/she will be eligible for the following funds:

PELL _____	SUB _____	(other) _____	(other) _____
MAP _____	UNSUB _____	(other) _____	(other) _____
SEOG _____	PLUS _____	(other) _____	(other) _____

Total Financial Aid eligibility for the Semester indicated: \$ _____

Tuition and Fees for the hours indicated above: _____

Housing and Residence Life charges: _____

Outstanding balance owed to CSU: _____

BALANCE NOT COVERED BY FINANCIAL AID: \$ _____

Is it possible that student will be in violation of SAP for the Semester indicated? Yes _____ No _____

Financial Aid Eligibility Verified: _____ Date: _____

Financial Aid Representative

* * * FOR OFFICE USE ONLY * * *

THE FOLLOWING SECTION TO BE COMPLETED BY THE OFFICE OF THE BURSAR

Based upon students above financial aid eligibility and/or cash payment, student is eligible to move into housing
Note if not signed by a Bursar Rep., student has not been validated for term and must provide payment

Confirmed Validation: _____ Date: _____

Bursar Representative

Housing Facts and Information

This information below is a copy of the contract you will sign when move in. It is best to familiarize yourself with the content before you sign it.

I. Contract Period - By entering into this binding Agreement, the Student agrees to live in the Residence Hall and maintain a contract meal plan for the duration of the Fall and Spring semesters, excluding break periods. Unless cancelled prior to the day the Residence Hall officially opens or in accordance with the Cancellation and Refund provisions below; this Agreement will be considered in effect and all room and board for the applicable semester will be assessed. Any Student who departs the Residence Hall during the period of this Agreement without notifying the Housing & Residence Life, in writing, will be responsible for all charges incurred during the Agreement period. ***Students who are removed from the Residence Hall for judicial violations yet remain enrolled at Chicago State University will be responsible for all charges remaining on this Agreement.***

The Department of Housing and Residence Life does not provide break housing for the Student under this 9-Month Room and Board Agreement. If the Department of Housing and Residence Life allows a student to remain in the Residence Hall during interim break, the Student must pay an additional **\$25 daily room rate**. The daily room rate must be paid prior to staying in the Residence Hall. Please be advised that meals will not be provided. Otherwise, the Student is required to vacate the Residence Hall during the break periods.

II. Eligibility – The Student must be enrolled as a full-time Chicago State University student taking a full-time course load as defined by the academic program, have and maintain a cumulative GPA of 2.0, be in full medical compliance with the Wellness/Health Center, have a clear criminal background, and have no University financial holds in order to be eligible to live in the Residence Hall. If the Student’s cumulative GPA is less than 2.0 for two consecutive semesters, the Student will not be eligible for a housing contract for the next academic term. The Student may reapply for housing once she/he reestablishes the required cumulative GPA.

The University reserves the right to terminate this Agreement if the Student no longer meets the eligibility requirements, i.e., is not taking a full-time course load as defined by the academic program, receives a GPA below 2.0 for two consecutive semesters, is not medically compliant, receives a flagged criminal background report, has a financial hold, has an outstanding financial balance or is suspended from the Residence Hall as a result of a judicial proceeding. Students who are removed from the Residence Hall due to judicial violations or who do not meet the eligibility clause of this contract, will be responsible for all charges remaining in this Agreement.

III. Assignments - While every attempt is made to honor room preferences and mutual roommate requests, the University reserves the right to make room assignments and reassignments as deemed in the best interest of the University. When the name of an eligible roommate is not expressed, a roommate will be assigned. A student of the opposite gender will not be assigned, nor may one occupy a room with Student. Housing is on a first-come, first-serve basis only.

Assignments are made without regard to race, color, ethnicity, national origin, religion, gender, age, sexual orientation, or disability. Assignments will be made after verification of the following: the Student 1) is admitted to the University, 2) is in compliance with applicable rules and policies, 3) has enrolled in required credit hours and GPA, 4) has no academic, financial, or other holds, and 5) has submitted a current housing application and required fees paid.

IV. Occupancy – Available Occupancy: Double - Two (2) students per room, and Deluxe - one (1) student per single room. Only the student(s) assigned shall occupy the room space. Student shall not independently exchange rooms, suites, or roommates with any other student(s), but may request a different room assignment or the roommate, if applicable, during the official room change process.

If the Student is dismissed for academic and/or for judicial violations and does not meet the eligibility clause of this contract, upon notification, the Student must officially check out of the Residence Hall and remove all personal belongings from the room within **48 hours**. If the Student's personal belongings are not removed within 48 hours, and the checkout is considered not complete, and the Student will be assessed a minimum fine of \$50 for improper checkout. Personal belongings left in the room will be removed at the Student's expense. Personal belongings left in the room will be discarded after 7 business days from 48 hour move out period.

V. Consolidation - If a student in a double room moves out, the remaining roommate agrees to accept another roommate or move to another room. In cases where neither of the consolidating parties wishes to move, priority will be determined by: 1) length of room occupancy, 2) date of receipt of housing application, and/or 3) length of enrollment. It is within the discretion of Housing and Residence Life to make these determinations.

VI. Application Fee - An application fee will be applied to Housing student accounts upon assignment of room. Housing is provided after the student is officially accepted into the University, is medically compliant, and has no financial holds and a cleared criminal background check. The application fee is a repeatable, non-refundable payment. The application fee is not applied toward the room charge. Request for an application does not guarantee housing.

VII. Sexual Assault Training - The State of Illinois mandates that all institutions of higher education provide sexual awareness training to all incoming students. Furthermore, Chicago State University believes that an informed student body is in all of our best interests. Therefore, every student living in the Residence Hall is required to complete training by the Title IX attorney before visitation privileges are granted. Students who fail to complete the training are subject to contract judicial action, contract termination and/or not being allowed to register for classes.

VIII. Missing Student Notification – In accordance with federal law, the University will notify campus police within 24 hours of the determination that the Student is missing unless it was the police that made the determination. Each student living in the Residence Hall has the option of registering a confidential contact person(s) to be notified in the event the student is determined to be missing for more than 24 hours. Only authorized campus officials and law enforcement officers acting in furtherance of a missing person investigation will have access to this confidential contact information. Parents of Residence Hall students younger than 18 years of age and not emancipated will be notified in addition to any confidential contact person designated by the student, that a student is missing no later than 24 hours after the student is determined to be missing.

IX. Mandatory Floor/Wing/Residence Hall/ Trainings and Meetings - Throughout the year, the Department of Housing and Residence Life staff members will hold floor/wing/Residence Hall meetings and trainings to inform residents of upcoming events, to explain community living standards and expectations, and to communicate information. It is mandatory that the Student attend these meetings. These meetings provide residents an opportunity to ask questions about policies, provide feedback regarding campus living, meet the staff, and interact with other residents in the building. Residents are expected to inform a staff member if they are unable to attend the meeting. The Student's account will be charged a **\$50 fine** for unexcused non-attendance and will be held accountable for the information presented at the meeting.

X. Dining Services - University students who are on the 9-Month Room and Board Agreement are required to have the Residential meal plan. The first contract meal of the semester is dinner on the Sunday before classes begin. The last contract meal of the semester is the meal preceding the last scheduled final examination. Prior to the break periods of more than one day (falling within a semester), the last contract meal served is on the final day of scheduled classes. The first contract meal following a break is dinner, the Sunday the Residence Hall officially reopens.

Board privileges are not transferable to another individual. There are no refunds for meals not eaten. The meal contract takes into consideration that (19) meals are not always served during the week and charges are established accordingly. **Note:** Dining Services does not provide meals during some official Chicago State University holidays and closings. See published University publications and Residence Hall Opening/Closing Dates.

XI. Cancellations - To be released from this Agreement without penalties, the student must cancel this Agreement prior to the first day of classes, in writing, by notifying the Director of Housing and Residence Life. If the Student does not show up by the Wednesday of each semester opening, and has not submitted a prior written cancellation, the Student will be held accountable for all terms and conditions of this Agreement. Room assignments will not be held nor guaranteed for students who arrive late or fail to show up without making arrangements with the Office of Housing and Residence Life prior to the opening of the Residence Hall. If the Student withdraws during the semester, she/he must officially check out with her/his Resident Assistant (RA) and the Office of Housing and Residence Life. If the Student fails to do so, she/he will be assessed a \$50 improper checkout charge. Once the Student takes residence hall occupancy, the Student shall be obligated to pay all amounts due under this Agreement for the full duration of the term of this Agreement.

XII. Refunds - If the Student cancels this Agreement in writing prior to the contract term, she/he will receive 100% refund of her/his room and board cost. If the Student officially withdraws from the Residence Hall between the First and Fourth week of classes, she/he will receive a refund based on a percentage rate. There is no refund after the fourth week of classes. Please refer to the semester cancellation form for specific dates and refund schedule.

<u>Cancellation</u>	<u>Refund</u>
Move-In or Before First Day of Classes	100% of Room and Board
<u>Withdrawal Schedule</u>	<u>Refund</u>
During First Week of Classes	80% of Room and Board
During Second Week of Classes	60% of Room and Board
During Third Week of Classes	40% of Room and Board
During Fourth Week of Classes	20% of Room and Board
After the Fourth Week of Classes	0% of Room and Board

XIII. Damage Fee - The Student is responsible for damage, other than normal wear and tear, to the common areas of the Residence Hall and room to which she/he is assigned and the furnishings therein. Damage within a room is the joint responsibility of the assigned student(s), unless a roommate takes full responsibility for the damage. The Student is also responsible for damage caused by her/his guest(s). The University shall assess charges to the assigned Student(s) for loss or damage to furnishings or equipment in a room or suite. Loss or damage to common areas in the Residence Hall, which is unable to be assessed to a particular student, shall be assessed to the student on the wing/floor sharing the area where the damage took place. Damages will be determined by the Office of Housing and Residence Life and/or the Facilities and Management staff. Common areas include lobbies, lounges, stairways, hallways, laundry room, vending, and the elevator. The University will bill any such charge to the responsible student's financial account and if unpaid, will place a hold on her/his account to prevent future registration.

XIV. Late Payment – Any balance over (30) days will be assessed at a 5% late payment charge.

XV. Personal Property - The University is not responsible for personal property loss or damage in the Residence Hall due to theft, fire, water, heat, or other causes. A voluntary personal property insurance plan is available to all students through the Office of Housing and Residence Life. Students are encouraged to investigate coverage under their parents' homeowners' policy, which may extend coverage for property in their room.

XVI. Room Entry - The University may enter into student rooms without notice if it has reason to believe a health, safety, or life-threatening emergency exists. The University is responsible for the safety, security, maintenance and

repair of University housing. Notice will be given prior to entry into the Student's room for inspections and routine maintenance will be posted in advance, when possible. Student rooms are checked immediately after the Residence Hall is closed during breaks for preventive maintenance, safety, and security precautions. These inspections do not involve intrusion into the Student's personal belongings. Any illegal or unauthorized item in "plain view" in the Student's room (e.g. drugs, alcohol, weapons, fireworks, pets, or any unauthorized appliances) will be removed by the staff and/or University Police. Any evidence seized in the room can be used against the Student during a University judicial proceeding and/or any criminal investigation.

XVII. Inspections - In order to maintain proper health and safety standards, students are expected to keep their living space and bathrooms reasonably clean and sanitary. Signs will be posted on each wing/floor informing Student when room inspections will be held. Resident Assistants (RA's) will conduct a visual inspection of each room looking for prohibited items, reasonable standards of cleanliness, sanitation, safety, and to ensure maintenance concerns are reported and repaired. If the room/suite fails an inspection, the room/suite will be re-inspected within 24 hours. Failure to pass inspections will result in judicial action and/or termination of this Agreement.

XVIII. Prohibitions - Students are prohibited from possessing any of the following items in the Residence Hall: firearms, weapons, ammunition, explosives, fuel, toaster ovens, alcoholic beverages or paraphernalia (containers, bottles, bongs, etc.) illegal drugs, or paraphernalia, candles and incense, cooking and heating appliances, ceiling fans, air conditioners, space heaters, and pets (except fish maintained properly in a 10-gallon aquarium or less). Note: an exception to this policy is available for students with disabilities who require the use of a service animal and who have registered with the Abilities Office.

XIX. Subletting and Unauthorized Use of Rooms - The Student shall not sublet or allow anyone to live in her/his room who is not assigned by the Office of Housing and Residence Life, nor assign this Agreement to any other persons. Students who allow their room to be used in violation of this provision will be subject to judicial action and/or termination of this Agreement. Students are also prohibited from engaging in any commercial activity, sale of items, or the soliciting of funds in the Residence Hall.

XIX. Contract Termination - In addition to any other rights and remedies, the University in accordance with appropriate due process procedures as determined by the University, may terminate this Agreement if the Student fails to meet the full terms and conditions of this Agreement, including but not limited to, 1) delinquency of payment, 2) failure to comply with Community Living Standards in the Residence Hall or the Student Conduct Code, 3) substandard academic performance, credit hours or GPA, 4) Conduct that is detrimental to the mental and physical welfare of self, other students or University employees, 5) and other violations of University governing policies.