



Residence Life

March 28, 2008

Dear Prospective Summer School Resident,

Accompanied in this packet you will find all of the information needed to assist in your applying and contracting for a space on campus for the summer session. Please read over all of the information carefully and direct any questions that you may have to the Residence Life office located in the 731 S. Plymouth Court building. Your contract options are for eight weeks (Saturday, May 24 – Sunday, July 20, 2008) at a rate of \$2,600.00, and for 12 weeks (Saturday, May 24 – Sunday, August 17, 2008) at a rate of \$3,700.00.

Columbia College offers apartment style housing located in the heart of Chicago's downtown area at the University Center of Chicago. Summer school students will be housed in air-conditioned apartments that have fully furnished bedrooms, living rooms and dinettes. The kitchens in the apartments are equipped with all of the major appliances; however we do not provide cooking utensils. Telephone, cable and internet services are included in the costs for those students living in UCC. Students must also provide all of the personal items that they will need to provide a comfortable environment for themselves during their stay.

The University Center has a cafeteria, weight room, laundry room, game room and multipurpose room located on the second level of the building. There are also meeting rooms located on the second level as well that are accessible to residents of the building that can be reserved through the University Center Conferences office. There is also 24-hour security provided at the entrance of the building. If you have a need to access the mailroom to receive packages, the mailroom is open at various hours that will be posted prior to your move in.

Please understand that the University Center has policies and procedures that are specific to that facility that all residents of the UCC will be obligated to follow. These policies and procedures may differ from other Columbia residence centers' policies and procedures that you may presently be familiar with. Students who reside in the UCC are required to adhere to the residence center policies that are contained in the University Center's Resident Handbook, as well as the Code of Conduct from Columbia College Chicago.

I hope that your experience this summer is not only one of an educational nature, but that you also have fun along the way. Once again please forward any questions concerning summer housing to the Residence Life office at 731 S. Plymouth Court, or by calling the office at 312-344-7803.

Sincerely,



Kelli Collins

Associate Director of Residence Life

V. By signing this contract, residents assume financial responsibility for the full summer term Residence Life charges. Residents who do not occupy their assigned space, or who vacate their assigned space at any time during the contract period remain responsible for the unpaid balance of the full summer term charges. The Residence Life Office assumes no responsibility in confirming if payment for your housing costs are covered by your financial aid package. The student shall make full and prompt payment to the College at such time and in such amounts as is required under this contract.

VI. Room assignments are made through the Residence Life Office and are guaranteed only up to 72 hours after the resident's assigned check-in date and time. If a resident fails to check in by this time, the resident's room assignment is forfeited. The Residence Life Office must approve late arrivals. Room and facility assignments are made by availability. The Residence Life Office reserves the right to assign and/or reassign rooms to residents at any time the College deems necessary. Residents agree to move to another room or apartment at the request of the Residence Life Office. Each resident agrees to accept any newly assigned student to his/her room or apartment at any time. Room change requests are only effective after a resident has submitted their request to the Residence Life Office using a Room Change form, and it has been approved.

VII. Housing in the Residence Life System at Columbia College is designated as single student housing.

VIII. Residents are financially responsible, both individually and collectively, for all damage or defacement of their living space and loss or damage to its furnishings and for any damage or defacement of public areas of the Residence Life system and loss or damage to the Residence Life System's equipment or furnishings. Residents agree to assume responsibility for the conduct of their guests, including their guests' damage or defacement of College premises or property.

IX. Before occupying their assigned space in the Residence Life System, all residents are required to provide proof of health insurance coverage, which must be maintained for the entire contract period. The College assumes no responsibility for injuries to students, or their medical bills, that may result from injuries while they are in the Residence Life System.

X. Residents agree to comply with the policies and regulations of the College and the Residence Life Office that are effective, or shall become effective, during the contract period. Residents agree to comply with all policies and regulations contained in the *Residence Life Handbook*, *Student Handbook*, *University Center Residence Handbook*, the College catalogue and other relevant publications, and amendments or additions to them during the contract period. Residents agree to assume responsibility to ensure that their guests comply with all policies and regulations contained in the *Residence Life Handbook*, *Student Handbook*, *University Center Residence Handbook*, the College catalogue and other relevant publications, and amendments or additions to them during the contract period.

XI. The Residence Life System at Columbia College Chicago does not permit alcohol or illegal drugs on its premises. Smoking is not permitted in apartments, suites, bedrooms, or common living areas, only in designated areas. Residents agree to comply with the laws of the State of Illinois as well as all federal, state, county and municipal laws, ordinances or regulations regarding the possession, consumption and/or selling of alcoholic beverages and illegal drugs. Residents are prohibited from bringing any firearms or other weapons into the Residence Life System.

Residents and their guests agree to fully cooperate with College officials whenever requested.

XII. The College assumes no liability, directly or indirectly, for loss or damage to personal property by fire, theft, or any other cause. Every resident is encouraged to obtain personal property insurance coverage.

XIII. Residents agree to maintain their assigned space in a clean, safe and sanitary condition and exercise all due care in the use of the Residence Life System's common area and facilities. Residents agree to hold the College harmless from all liability which may arise directly or indirectly from the failure of the student to keep the assigned space in a safe condition or if the student misuses the assigned space or common area space of the Residence Life System in any way. The College reserves the right to inspect any apartment, room or College property at any time for the following reasons; to assist in the event of an emergency, to make necessary repairs, to inspect for compliance with the terms of this contract, including the *Residence Life Handbook*, and all other applicable College rules and regulations, whether now existing or later adopted by the College.

The College reserves the right to enter an assigned space, when there is reasonable cause to believe that a situation exist involving danger to life, safety and health or property. The College reserves the right, but assumes no duty, to allow authorized personnel to enter and search any assigned space. A resident who possesses or whose assigned space contains items in violation of the rules and regulations of the College, or in violation of municipal, county, state or federal laws or ordinances, or if in the judgment of the College, is in possession of items that represent a threat to the health and safety of the Residence Life System community will be subject to a fine and/or disciplinary action. The College shall confiscate all such items and is under no obligation to compensate the resident in any manner for the confiscation of such items, or to return the items.

XIV. The College reserves the right to terminate the resident's possession and occupancy of an assigned space if (a) the resident fails to check-in within 72 hours of their assigned check-in date and time; (b) the resident is either not enrolled for the summer term or shows proof that they are enrolled for the Fall term; (c) the resident is no longer in good financial standing at the College; (d) the resident engages in any conduct prohibited by or in breach of this contract; (e) in the judgement of the College, the resident's continued residence in the Residence Life System will or may be detrimental to the educational process, health and safety and welfare of the College, its employees, the Resident or any other member of the college community; (f) the resident fails to maintain a GPA of 2.0 . If the College elects to terminate the resident's possession and occupancy of an assigned space, the resident shall move out within 48 hours after receiving notice that possession and occupancy has been terminated (this timeline can be altered at the discretion of the College).

XV. The resident agrees to reimburse, indemnify, and hold the College harmless from any and all claims, costs, damages, or losses, including attorney fees, costs and expenses that the College incurs as a result of the student's breach of this contract. This contract may not be modified, amended, or revised. If any clause or provision of this contract shall be found to be unenforceable or inapplicable, the remaining sections shall not be voided.

I have read and fully understand this contract and agree to comply with all the terms of this contract.

Student's Signature

Date

Parent/Guardian Signature for Minor Student

Date

Students under 18 years of age must have a parent or guardian sign below as guarantor. Please state the relationship to the student.

HEALTH INSURANCE INFORMATION SHEET

All residents of the Residence Center are required have Health Insurance coverage. Please complete return the Health Insurance Information Sheet with your housing contract. Also, please attach a copy of both sides of your health insurance card or other documentation of your coverage. If you will be covered by the College's health insurance plan, you will need to contact the company directly to purchase insurance, and it is advised that you do this fifteen days prior to the beginning of your Residence Life contract beginning. Koster Insurance Agency, 1-800-457-5599, Policy number NUH0157079.

Student's Name _____

Social Security Number _____

Permanent Address _____

Permanent Phone Number (_____) _____

Parents' or Guardians' First and Last Names _____

Local Name and Number in case of emergency, if available:

Name of Medical Insurance Coverage Company:

Policy Number _____

Expiration Date (if applicable) _____

Medical History:

(List of allergies, illnesses, surgeries, medications, medical conditions, special concerns, etc.)

If there is a change in your status, please notify the Residence Life Office at (312) 344-7803.



Residence Life
Columbia College Chicago
Residence Life Office

This document contains important information. Please share it with your parent or guardian, as appropriate. Because the UCC is a unique residence center, it is important for you to be aware of some of the ways this living experience will be different from our other residence centers. Therefore, we ask that you read carefully the information contained in this letter, sign one copy and return it to us as soon as possible. Your room assignment will not be released to you until we have received your signed copy of this letter.

- 1. The University Center of Chicago is a combined housing facility between Columbia College Chicago, DePaul University, and Roosevelt University. This means that students from each of these schools will reside in the building. In addition to the student population that resides in the University Center during the summer months, there are also conference guests that are housed in various suites and apartments throughout the building.
2. The UCC will have policies and procedures that are specific to this facility that all residents of the UCC will be obligated to follow. These policies and procedures may differ from other Columbia residence centers' policies and procedures. Students who reside in the UCC are required to adhere to the residence center policies that are contained in the University Center's Resident Handbook, as well as the Code of Conduct from Columbia College Chicago.
3. Each participating school may also have specific contract terms that apply only to its students for living in the UCC. Please read your contract terms carefully, as your terms as a Columbia College Chicago student may differ somewhat from the contract terms for the other schools.
4. Your individual room assignment will place you only with other students from Columbia College Chicago.
5. For the most part, units assigned to students from Columbia College Chicago will be grouped near each other. However, exceptions to this goal may occur, and it is possible that your neighbor may attend another school.
6. Students from the participating schools adhere to slightly different academic calendars; therefore, move-in and move-out schedules as well as break schedules will vary. This may affect the 'feel' of full occupancy at different times of the year.
7. In consideration of occupying a Unit in the University Center of Chicago, you agree to assume all risks associated with occupancy. You agree to hold harmless, release, reimburse and indemnify the Educational Advancement Fund, Columbia College Chicago, DePaul University and Roosevelt University, their subsidiaries, affiliates, and their respective agents, employees, representatives, assignees, directors, officers, members and shareholders (each hereinafter a "Released Party") from all liabilities and/or claims for injury or death to persons or damage or theft to property arising from your occupancy or use of your Unit and the University Center of Chicago premises, including those injuries and damages caused by the Released Party's alleged or actual: (1) negligence or (2) breach of any express or implied warranty. By execution of this Release, the undersigned agrees to indemnify each Released party for any injuries to you or to other person(s) or property that you may cause as a result of occupancy of the Unit and the UCC premises. In consideration of occupancy of the Unit and the UCC premises, you contractually agree that all claims for injury and/or death shall be governed by Illinois Law, and exclusive jurisdiction shall be in the District Court residing where the alleged incident occurred or in Federal Court for the State of Illinois. This Release shall be binding to the fullest extent permitted by law. If any provision of this Release is found to be unenforceable, the remaining terms shall be enforceable.

Student's Name (printed)

_____ Date _____

Student's Signature

_____ Date _____

Parent's Signature for Minor Student _____ Date _____

Return your signed copy to: Residence Life Office | 731 South Plymouth Court | Chicago, IL 60605
Remember, your room assignment will not be issued until this letter is returned to Residence Life.

I. HOUSING COSTS Summer 2008

4-bedroom 4-person apartment;

Single occupancy bedroom room only

8 week contract \$2,600.00 (May 24 – July 20, 2008)

12 week contract \$ 3,700.00 (May 24 – August 17, 2008)

II. PAYMENT SCHEDULE:

In general, payment, either full or partial, is due the first day of class of each semester. If your anticipated financial aid covers the total amount of housing, tuition and fees due, you do not need to sign up for a payment plan. If anticipated financial aid covers only a partial amount of your total due, you may sign up for a payment plan for the remaining amount not covered by anticipated financial aid. Inquiries regarding the relationship between housing costs and student's financial aid package can be answered only by Student Financial Services.

Incoming students are responsible for the \$500.00 prepayment which must be submitted with the housing application is non-refundable. This \$500.00 will be applied towards summer housing costs only.

III. This contract is for an assigned space in the Columbia College Residence Life System. The designation of such assigned space is made, and may be changed, only by the College at its sole discretion.

IV. The contract period is the term during the 2008 8 or 12 week summer session.

V. By signing this contract, resident assumes financial responsibility for the full summer session's Residence Life charges. Residents who do not occupy their assigned space, or who vacate their assigned space at any time during the contract period remain responsible for the unpaid balance of the full academic year charges. The student shall make full and prompt payment to the College at such time and in such amounts as is required under this contract.

VI. Room assignments are made through the Residence Life Office and are guaranteed only up to 72 hours after the resident's assigned check-in date and time. If a resident fails to check in by this time, the resident's room assignment is forfeited. The Residence Life Office must approve late arrivals. Room and facility assignments are made by availability. The Residence Life Office reserves the right to assign and/or reassign rooms to residents at any time the College deems necessary. Residents agree to move to another room, apartment or building at the request of the Residence Life Office. Each resident agrees to accept any newly assigned student to his/her room or apartment at any time. Room change requests are only effective after a resident has submitted their request to the Residence Life Office using a Room Change form, and it has been approved. Students in University Center are obligated to the room change process outlined in the *University Center Resident Handbook*.

VII. Housing in the Residence Life System at Columbia College is designated as single student housing.

VIII. Residents are financially responsible, both individually and collectively, for all damage or defacement of their living space and loss or damage to its furnishings and for any damage or defacement of public areas of the Residence Life System and loss or damage to the Residence Life System's equipment or furnishings. Residents agree to assume responsibility for the conduct of their guests, including their guests' damage or defacement of College premises or property.

IX. Before occupying their assigned space in the Residence Life System, all residents are required to provide proof of health insurance coverage, which must be maintained for the entire contract period. The College assumes no responsibility for injuries to students, or their medical bills, that may result from injuries while they are in the Residence Life System.

X. Residents agree to comply with the policies and regulations of the College and the Residence Life Office that are effective, or shall become effective, during the contract period. Residents agree to comply with all policies and regulations contained in the *Residence Life Handbook*, *University Center Resident Handbook*, *Student Handbook*, the College catalogue and other relevant publications, and amendments or additions to them during the contract period. Residents agree to assume responsibility to ensure that their guests comply with all policies and regulations contained in the *Residence Life Handbook*, *University Center Resident Handbook*, *Student Handbook*, the College catalogue and other relevant publications, and amendments or additions to them during the contract period.

XI. The Residence Life System at Columbia College Chicago does not permit illegal drugs on its premises. The Residence Life System at Columbia College Chicago does not permit alcohol on its premises, except that students who are 21 years of age or older and assigned to one of the designated "21 and older" floors only in the University Center may have alcohol in their units under the conditions outlined in the *UCC Resident Handbook*. Students who are 21 or older assigned to any other floor or unit within the Residence Life System, including the University Center, are not permitted to possess or consume alcohol anywhere on college premises. Students who are under 21 years of age may not be present in a unit on the "21 and older" floors in the University Center at any time alcohol is being served or consumed. Smoking is not permitted in apartments, suites, bedrooms, or common living areas, only in designated areas. Residents agree to comply with the laws of the State of Illinois as well as all federal, state, county and municipal laws, ordinances or regulations regarding the possession, consumption and/or selling of alcoholic beverages and illegal drugs. Residents are prohibited from bringing any firearms or other weapons into the Residence Life System. Residents and their guests agree to fully cooperate with College officials whenever requested.

XII. The College assumes no liability, directly or indirectly, for loss or damage to personal property by fire, theft, or any other cause. Every resident is encouraged to obtain personal property insurance coverage.

XIII. Residents agree to maintain their assigned space in a clean, safe and sanitary condition and exercise all due care in the use of the Residence Life System's common area and facilities. Residents agree to hold the College harmless from all liability which may arise directly or indirectly from the failure of the student to keep the assigned space in a safe condition or if the student misuses the assigned space or common area space of the Residence Life System in any way. The College reserves the right to inspect any apartment, room or College property at any time for the following reasons; to assist in the event of an emergency, to make necessary repairs, to inspect for compliance with the terms of this contract, including the *Residence Life Handbook*, and all other applicable College rules and regulations, whether now existing or later adopted by the College. Residents of UCC, in addition, agree to comply with the UCC policies outlined in the *UCC Resident Handbook*. The College reserves the right to enter an assigned space, when there is reasonable cause to believe that a situation exist involving danger to life, safety and health or property. The College reserves the right, but assumes no duty, to allow authorized personnel to enter and search any assigned space. A resident who possesses or whose assigned space contains items in violation of the rules and regulations of the College, or in violation of municipal, county, state or federal laws or ordinances, or if in the judgment of the College, is in possession of items that represent a threat to the health and safety of the Residence Life System community will be subject to a fine and/or disciplinary action. The College shall confiscate all such items and is under no obligation to compensate the resident in any manner for the confiscation of such items, or to return the items.

XIV. The College reserves the right to terminate the resident's possession and occupancy of an assigned space if (a) the resident fails to check-in within 72 hours of their assigned check in date and time; (b) the resident is no longer enrolled as a full-time Columbia College student; (c) the resident is no longer in good financial standing at the College; (d) the resident engages in any conduct prohibited by or in breach of this contract; (e) in the judgment of the College, the resident's continued residence in the Residence Life System will or may be detrimental to the educational process, health and safety and welfare of the College, its employees, the Resident or any other member of the college community; (f) the resident fails to maintain a GPA of 2.0. If the College elects to terminate the resident's possession and occupancy of an assigned space, the resident shall move out within 48 hours after receiving notice that possession and occupancy has been terminated (this timeline can be altered at the discretion of the College).

XV. The resident agrees to reimburse, indemnify, and hold the College harmless from any and all claims, lawsuits, actions, costs, damages, or losses, including attorney fees, costs and expenses that the College incurs as a result of the student's breach of this contract. This contract may not be modified, amended, or revised. If any clause or provision of this contract shall be found to be unenforceable or inapplicable, the remaining sections shall not be voided.