

2026-2027 Undergraduate Student Housing Agreement Terms and Conditions

This Undergraduate Student Housing Agreement (“Agreement”) is between North Park University, an Illinois not-for-profit corporation, hereafter referred to as “University” and the student whose signature appears on the Agreement (or parent(s) or legal guardian(s) if the student is under the age of 18), and hereafter referred to as “student”.

The University maintains three residence halls, Anderson Hall, Burgh Hall, and Ohlson House (“Residence Halls”) as well as Park North, Sawyer Court, Lund Apartments, Carmen Apartments, and houses on campus (“Undergraduate Campus Houses and Apartments”, and together with Residence Halls, “Undergraduate Student Housing”) for undergraduate students. The University also manages housing units and duplexes on or near campus (“Graduate Student Housing”) designated for degree-seeking graduate students and degree-seeking undergraduate students who do not meet the criteria for undergraduate campus housing. Undergraduate Student Housing and Graduate Student Housing together are hereafter referred to as “Campus Housing”.

1. **Undergraduate Student Housing Requirement:** All first/freshman (less than 30 credits), second/sophomore (less than 60 credits), and third/junior (less than 90 credits) year students are required to live in Undergraduate Student Housing (“Undergraduate Student Housing Requirement”).

NOTE: First and second year students (less than 60 credits) are not eligible to live in Undergraduate Campus Houses and Apartments. They are assigned to Residence Halls. Students who are 27 or 28 years of age at the start of the academic year (August 1) are not eligible to live in Residence Halls and will be assigned to Undergraduate Campus Houses and Apartments. Students who are 29 years of age or older at the start of the academic year (August 1) are not eligible to live in Undergraduate Student Housing and will be referred to Graduate Student Housing.

2. **Exceptions to the Undergraduate Student Housing Requirement:** Exceptions apply to commuter students, defined as those
 - a) Students commuting from a primary residence where they live with their parent(s) or guardian(s); not more than 30 miles from the campus.
 - b) Students registered for fewer than 12 credit hours.
 - c) Students having 90+ completed credit hours.
 - d) Students who are 21 years of age or older prior to August 1 of the fall semester and December 1 for the spring semester.

NOTE: Students seeking an exception from the Undergraduate Student Housing Requirement are required to complete a Commuter Application by the end of the first semester at North Park University. The Director of Residence Life and Housing, in consultation with the Dean of Students, will make the final determination of commuter status. The Commuter Application, once processed, does not need to be resubmitted for the duration of the degree unless the student withdraws or gets unenrolled.

3. **Non-Compliance with the Undergraduate Student Housing Requirement:** Any student found to be in violation of the Undergraduate Student Housing Requirement will be assessed a **\$1,125** non-compliance fee for each semester that they are non-compliant. In addition, financial aid may be reduced by living off campus. (Students should consult the Financial Aid Office for information related to loss of financial aid.) The non-compliance fee is also assessed for any student who chooses to live off campus without submitting a Commuter Application.
4. **Limits of Undergraduate Student Housing Eligibility:** Undergraduate Student Housing is not available for part-time undergraduate students (unless they are in their final semester at the University) and/or non-traditional (SPS) undergraduate students. Undergraduate students who are married, who are 29 years old or older, who have children living with them (single or married), and/or are enrolled in the School of Professional Studies are not eligible to live in Undergraduate Student Housing but can apply for Graduate Student Housing by submitting the application available on the website. Exceptions to this policy will require written consent from the Director of Residence Life and Housing, or his/her designee.

5. **Applicable Term:** The term of this Agreement shall be the Fall and Spring semesters of the student's academic year being applied for, and include any early arrivals to the semesters listed below:
- Fall Semester - from 1st day of classes in August through December Commencement Day, or 24 hours after the last semester exam, whichever comes first.
 - Spring Semester - from 1st day of classes in January through May Commencement Day, or 24 hours after the last semester exam, whichever comes first. This includes spring break.

Winter Break: There may be special circumstances when students need to occupy Undergraduate Student Housing during winter break. Students who meet the qualifications as outlined in the winter break housing contracts may apply for housing in Undergraduate Student Housing. There are an additional application process and fee for winter break housing. Students must be registered for the spring semester to apply for the winter break housing.

Summer Break: Any student who lives in Undergraduate Student Housing during the academic year and meets the qualifications outlined in the summer housing contract may apply separately for summer break housing for the summer following the spring semester. For summer break housing, students must be registered for the fall semester.

Early Arrivals or Late Departures: Outside the winter break or summer break, students may wish to move into Undergraduate Student Housing before the designated check-in date or stay in campus housing past the check-out deadline. They may request to do so at an additional cost and according to the conditions of the Policy for Extra Stay in Undergraduate Student Housing. Their requests may be denied if the conditions of the policy are not met. The University reserves the right to close Undergraduate Student Housing during any published University break.

6. **Payment:** The student accepts responsibility for payment of Undergraduate Student Housing at the rates established by the University, which shall be available from the Office of Residence Life and Housing and published with other pricing on the University's website. Undergraduate Student Housing and food service rates are determined on an annual basis and are published after the Board of Trustees' approval. The University reserves the right to adjust the rates for room and board during the academic year if warranted by unusual economic conditions.
7. **Housing Deposit:** To reserve Undergraduate Student Housing, a \$250 Housing Deposit must be paid by all students new to Undergraduate Student Housing and shall be paid when the Housing Application is submitted. This deposit is refunded when the student withdraws from Undergraduate Student Housing (see section 9 for more details). Any damages and/or cleaning charges incurred by the student will be subtracted from the deposit. Any damage and/or cleaning charges over \$250 will be added to the student's account. If a balance is owed to the University by the student at the time the deposit is refunded, the deposit will be applied to that balance on the student's account. Students returning to Undergraduate Student Housing who have had all or a portion of the Housing Deposit deducted due to damage and/or cleaning charges agree to remit the amount necessary to maintain the \$250 Housing Deposit. Students applying for Graduate Student Housing must pay a \$500 refundable Housing Deposit and submit an application for Graduate Student Housing.

Housing Deposits will be refunded if the University cannot provide Campus Housing.

8. **University Policies:** University policies, as outlined in the Undergraduate Student Handbook (www.northpark.edu/studenthandbook) are hereby incorporated into and made part of this Agreement. Some examples of these policies include but are not limited to possession and use of alcohol and possession and use of cannabis and/or tobacco. This Agreement, any Supplement, and the Undergraduate Student Handbook constitute the full and complete terms and conditions of the Undergraduate Student Housing Application and Housing Terms and Agreement.

9. **Cancellation of Agreement by Students:** All cancellation notifications by the student must be made in writing to the Office of Residence Life and Housing. **Cancellation fees apply to all students who have executed a Housing Agreement.** Cancellation fees and their specific applicability are as follows:
- No cancellation fee:** Students who meet an Exception to the Undergraduate Student Housing Requirement and who cancel before August 1 for the fall semester and December 15 for the spring semester will not be assessed a cancellation fee. (Paid Housing Deposits will be refunded in this instance.)
 - Forfeiture of \$250 Housing Deposit:** New students will not be refunded the \$250 Housing Deposit if they fail to notify the Office of Residence Life and Housing of cancellation prior to August 1 for the fall semester and December 15 for the spring semester. Returning students who occupy housing, but then cancel, after the start of the Housing Agreement and before the 10th day of classes, and do not remain enrolled, shall forfeit their Housing Deposit balance. The start date of the Housing Agreement is the earlier of the date a student occupies Undergraduate Student Housing or the first day of the semester.
 - Students (new or returning) who cancel housing (and remain enrolled) by the end of the first week will not be charged for housing.
 - Students who withdraw from Undergraduate Student Housing, withdraw from the University, or are dismissed, either for academics or student conduct, from the University before the end of the 2nd week will be charged 20% of the room charges under the Housing Agreement for one semester; before the end of the 3rd week will be charged 40% of the room charges under the Housing Agreement for one semester; before the end of the 4th week will be charged 50% of the room charges under the Housing Agreement for one semester; enrollment beyond the 4th week of the semester will result in entire room charges under the Housing Agreement for one semester. Prices shall be available from the Office of Residence Life and Housing and published with other pricing on the University's website. Additional charges for cancellation of the board plan will be assessed as set forth in Section 11, "Food Service".
10. **Cancellation by the University:** The University reserves the right to cancel this Agreement, with the applicable cancellation fees (as set forth in Sections 9 and 11 herein), under the following circumstances: student's failure to occupy assigned Undergraduate Student Housing by the 5th day of classes each semester, student's failure to pay housing fees within the terms and deadlines as outlined by Student Accounts, student's failure to remain an enrolled student in good standing with the University, student's failure to occupy the assigned Undergraduate Student Housing for 10 (ten) consecutive days on which classes are scheduled. Students who have already moved into Undergraduate Student Housing and whose Agreement gets cancelled by the University **must** vacate Undergraduate Student Housing within ten (10) days of the cancellation or by the end of the semester, whichever date comes first. The student ID access will be terminated the day after the Agreement is cancelled.
11. **Food Service:** All first-year students living in the Residence Halls must be on a Weekly 15 or All Access Plan during their first semester. All other students occupying Residence Halls must select either a Weekly 7, Weekly 15, or All Access Plan. Students are not permitted to reduce their meal plan after 4:30 pm on the 5th day of classes each semester.
- The board plan is encouraged, but optional, for students occupying Undergraduate Campus Houses and Apartments. These students are not permitted to reduce or drop their meal plan after 4:30 pm on the 5th day of classes in each semester. Note: The housing contract for students in the apartments and houses provides them with special dining benefits. Consult the meal plan information to learn of these benefits.
 - Food service is not provided during published University breaks such as Thanksgiving, Winter Break, Spring Break, and Summer Break.
 - Students with special dietary needs, either temporary or continuous, should contact the food service provider and the Office of Disability and Access Services to make special provisions for their dietary needs.
 - If a meal plan is added during the semester, the price will not be prorated. The full amount will be charged. Prices shall be available from the Office of Residence Life and Housing and published with other pricing on the University's website.



- e) Students who withdraw or are dismissed, either for academics or student conduct, from the University before the end of the 2nd week will be charged 20% of the board charges under the applicable meal plan; before the end of the 3rd week will be charged 40% of the board charges under the applicable meal plan; before the end of the 4th week will be charged 50% board charges under the applicable meal plan; enrollment beyond the 4th week of the semester will result in entire board charges under the applicable meal plan for that semester. Prices shall be available from the Office of Residence Life and Housing and published with other pricing on the University's web site.
 - f) If students move from Residence Halls to Undergraduate Campus Houses and Apartments during the room change week (3rd week of the semester), the students will be permitted to terminate their meal plan. The meal plan cost will be prorated based on the timeline from Section 11(e).
 - g) Campus Dining Hall's Flex Dollars program allows students, faculty, and staff to load money into an account associated with their University IDs and use these funds in the dining hall, and other locations on campus. The Flex Dollars expire at the end of the spring semester.
 - h) Should a student elect to utilize delivery services for items intended for receipt at their designated campus housing location, the student should meet the designated deliverer at the front entrance door of the specified residence.
12. **Assignments:** Campus Housing assignments are made by the Office of Residence Life and Housing. This Agreement does not guarantee student assignment to a particular living unit within Campus Housing. The University will attempt to fulfill any roommate requests made by the student but cannot guarantee such requests will be fulfilled. In the case that a vacancy occurs in a living unit, the student agrees to accept an assigned roommate or move to another room at the request of the University. Where there is a vacant space, the room must be maintained in a manner that will allow another roommate to move in immediately. The University reserves the right to re-assign the student when the necessary circumstances arise. The student may request a change in assignment at appropriate times with the approval of the Area Coordinator in charge of the living area. The student is not authorized to sell, sublease, or assign his/her Campus Housing to another person. Students requesting medical, accessible, or other accommodations are responsible for providing appropriate documentation to the Office of Residence Life and Housing and the Office of Disability and Access Services at the time of submitting the Housing Application and Housing Agreement Terms and Conditions.
13. **Access by the University:** The University reserves the right to enter a Campus Housing unit for a variety of reasons, including, but not limited to: conducting inspections; making necessary repairs, alterations or improvements; supplying necessary services; when there is reasonable cause to believe a violation of University policy has occurred, is occurring or is likely to occur; examining the premises by service personnel or contractors; or as is otherwise necessary in the operation and protection of the premises or occupants therein. In the case of an apparent or actual emergency or a potential violation of University policy, authorized University personnel may enter a Campus Housing unit at any time, without prior notice. Authorized University personnel include professional members of the Division of Student Engagement (excluding clerical personnel), University security personnel, the Area Coordinator or Resident Assistant, the supervisor of the maintenance staff and/or their designated employee, and non-University personnel contracted to perform maintenance or repair services on behalf of the University.
14. **Care of Facilities:** The University shall keep all Campus Housing premises in reasonable repair during the term of this Agreement, including maintaining the premises in compliance with applicable regulations imposed by appropriate governmental authorities. The University will endeavor to make all repairs to Campus Housing within a reasonable time after receipt of notice from the student requesting the repairs via established procedures. The student shall maintain his or her assigned space in a clean and orderly condition and make no alterations to the premises, including, but not limited to: removing doors or screens; painting, installing locks or safes; installing cable TV or satellite TV, erecting partitions or attaching anything structural to ceilings, walls, windows, floors or exteriors. Students agree to pay for any damage and/or cleaning charges to their assigned space, as well as any

charges for missing items from their assigned space. When damage occurs in common areas and the Office of Residence Life and Housing does not know the source of the damage, charges will be split among the residents of that room, apartment, house, floor, or facility as appropriate.

- a) It is expressly understood that no individual student is authorized to engage external vendors or contractors for the purpose of addressing maintenance concerns, including but not limited to services such as carpet cleaning and plumbing. All such matters shall be exclusively managed by the University through its designated Physical Plant.
 - b) In the event that there is a need for external vendors to perform services within the housing unit, the student must obtain prior written approval from the University's Physical Plant. Unapproved engagement of external vendors for maintenance purposes is strictly prohibited. The University reserves the right to deny approval for any external vendors and may, at its discretion, provide alternative solutions for addressing maintenance concerns. Any costs incurred due to the unauthorized engagement of external vendors shall be the responsibility of the student.
15. **Air Conditioners:** Window air conditioning units are not permitted in Campus Housing. Portable air conditioning (“ac”) units are permitted in all Campus Housing except for Ohlson House and Carmen Apartments. Students are permitted to bring one portable ac unit per bedroom. For buildings in which an ac unit is not permitted, students may request an exception if they have documented medical conditions that require an ac unit in their living space. These students must contact the Office of Disability and Access Services at ADA@northpark.edu to fill out the required paperwork prior to installing the ac unit. Students requesting medical, accessible, or other accommodations are responsible for providing appropriate documentation to the Office of Residence Life and Housing and the Office of Disability and Access Services at the time of submitting the housing application and the Agreement. If the students are approved to have an ac unit for medical accommodation, the University will provide and install a portable a/c unit.
16. **Hold Harmless, Release and Assumption of Risk:** The student agrees to hold the University and its agents, employees, faculty, trustees, officers and directors harmless and shall indemnify the University from all damages (including attorney’s fees and costs of suit), liability, or loss to persons or property (including the student) caused or sustained as a result of the student’s breach of the terms and conditions of this Agreement, and/or conduct that is negligent, illegal, violates University policies, or that is a misuse of the premises. Additionally, the student understands that the University does not provide protection, or reimbursement against lost, damaged or stolen personal property, and that the University advises students to obtain appropriate insurance coverage in order to obtain such protection (generally through a special personal effects policy or appropriate riders added to parent’s homeowner’s policy). Any personal property which remains on the premises for more than ten (10) days following termination of occupancy shall be deemed abandoned, and the University shall be entitled to retain or dispose of such property. The student agrees to release the University, its agents, employees, faculty, trustees, officers, and directors from any and all damages, liability, claims, expenses, or loss resulting from or arising out of student’s use of space within the University Housing, including but not limited to, those related to the student’s exposure to contagious viruses including COVID-19 and its variants. Student understands that by residing in Campus Housing, student is assuming the risks associated with communal living and, as in any shared living environment, those risks include potential exposure to contagious viruses, including COVID-19 and its variants.
17. **Student Welfare:** The University, in its sole discretion, reserves the right to require a student to seek physical or psychological evaluation, at the student’s expense, if the student demonstrates behavior that poses a threat including, but not limited to, behavior related to alcohol or other substance abuse, or weapons. In such instances, as well as any other potentially serious conditions affecting or threatening to affect a student’s welfare, the University may advise the student’s parents or legal guardians of the situation.



The University reserves the right to modify the terms and conditions of the 2026-2027 Undergraduate Student Housing Agreement pertaining to any subsequent semesters not covered by this Agreement. Please refer to the Student Handbook (www.northpark.edu/studenthandbook) for questions related to Campus Housing policies.

All students living in Undergraduate Student Housing are required to sign this Agreement, and a Housing Application. Your signature confirms that you have read the Undergraduate Student Housing Terms and Conditions and agree to abide by the policies referenced herein and all other provisions of this Agreement.

Student's Signature: _____ **Date:** ____/____/____

Parent's Signature (if student is under 18): _____ **Date:** ____/____/____