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Important Dates

Begin Accepting Contracts
Monday, December 5, 2011

Advance Rent Payment Deadline
Friday, January 20, 2012
or 2 days before your selection date

Room Selection Begins
Monday, January 23, 2012

Room Selection Deadline
Friday, February 3, 2012

Basics

The Returning Student Room Sign-up process is for current campus housing residents that:

- want to live in campus housing for Fall 2012 / Spring 2013
- are considering living in campus housing for Fall 2012 / Spring 2013.

If there is any chance that the current campus housing resident may require campus housing for Fall 2012 / Spring 2013, they are **STRONGLY ENCOURAGED** to complete the Returning Student Sign-up process since students can cancel with a cancellation charge.

Step-by-Step Process

The following is the step-by-step process that current campus housing residents must follow to complete the Returning Student Room Sign-up process.

Between December 5, 2011 and January 13, 2012, residents must complete these 2 steps:

Step 1: Complete the online contract process:

- Log-in at: my.housing.ufl.edu
- Select "Contract" link
- Follow the prompts

Step 2: Wait 24 hours for the charge to post online

- Then make the online payment at my.ufl.edu
- or print out the contract confirmation email and submit with payment to the Housing Office.

Between January 23, 2012 and February 3, 2012 students must also complete the following step:

Step 3: Select a room

- To learn the specifics of how room selection will work, review the PDF document found here: <http://www.housing.ufl.edu/liveon/roomsignup.pdf>
- If you do not select a room, you will be manually assigned.

Payment

Residents with a Spring 2012 rent deferment just need to complete the online contract.

- Students with a Spring 2012 rent deferment will not have to make an advance rent payment.
- Contract confirmation email will indicate "Pay: \$0.00 - Advance Payment waived."
- *Students with Florida Prepaid Housing Plan* - see Page 2 for additional information.

Residents with no Spring 2012 rent deferment must pay the \$200 advance rent payment.

- The \$200 payment will be applied towards the Fall 2012 rent.
- Cash can ONLY be accepted in person at the Main Housing Office from 8:00 a.m. - 3:30 p.m., Monday through Friday (excluding University holidays).
- Credit and debit cards are accepted online through my.ufl.edu as part of the online contract process.

Returning the Contract

The entire contracting process can now be completed online. The only time the Contract confirmation email should be printed and returned to the Housing Office is when the prepayment needs to be paid by cash or check. Residents must return Contract Confirmation (with \$200 payment, if noted on form) via one of the following methods; only if NOT paying online:

In person at the Main Housing Office

- Must be delivered to the Housing Office by January 20, 2012, at 3:30 p.m.

Via U.S. Mail to the Main Housing Office

- Our mailing address is noted on contract confirmation email.
- Must be received & processed by January 20, 2012, at any U.S. Post Office.

Florida Prepaid Housing Plan

Residents wishing to return to campus housing, must complete all steps in the Returning Student Room Sign-up process and follow all deadlines.

- Students enrolled in Florida Prepaid Program for Housing through Fall Semester 2012 should have their \$200 advance rent payment waived. Confirmation appears on contract confirmation email as "Pay: \$0.00 - Florida Prepaid will be billed."
- If the contract confirmation email indicates a \$200 payment and a student believes that they should be listed as enrolled in the Florida Prepaid Program for Housing for Fall Semester 2012, they should go to the Main Housing Office (next to Beaty Towers) in person on/before Wednesday January 18, 2012, to allow adequate time to research the discrepancy.

Residents wishing to live off-campus for Fall 2012 / Spring 2013, should not participate in the Returning Student Room Sign-up process.

- These students should notify the Florida Prepaid College Program Office in Tallahassee at 1-800-552-4723 to officially cancel Prepaid Housing Plans.
- Questions regarding refunds of Florida Prepaid funds must be directed to the Florida Prepaid College Program office in Tallahassee.

Cancellation Policies

Students that complete a housing contract are bound by the Terms and Conditions of the Housing Contract.

On/before May 1, 2012

- Cancel contract for any reason on the Housing Portal using the "Cancel Contract" link: my.housing.ufl.edu
- Cancellation charges are:

Through May 1, 2012	\$200.00
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On/after May 2, 2012

- Student must appeal for release from their Housing Contract. Appeals may be approved for 1 of 2 reasons:
- Housing and Residence Education Occupancy Committee believes that additional cancellations are needed to accommodate students with Housing Contracts.
- Documented severe financial or medical hardship.
- Cancellation charges are (if appeal for release is approved): \$200.00.

Cancellation charges are deducted from advance rent payments, if applicable. Students with Housing rent deferments or whose cancellation charge exceeds their advance rent payment will have cancellation charges added to their UF student account.

If there is a chance that a student might want or need to live in campus housing they should complete Room Sign-up since they can cancel on/before May 1 for \$200 for any reason.

Hume Honors

Current Honors students that live in Hume Hall that are interested in living in Hume for Fall 2012 / Spring 2013, must complete a **HUME HONORS ROOM SIGN-UP FORM** available here:

<http://www.housing.ufl.edu/downloads/honorsign-up.pdf>

To learn more about the process to return to Hume Hall:

<http://www.housing.ufl.edu/downloads/honorsinfo.pdf>

If you have questions, please contact Krystal Arrington between 8 a.m. - 4 p.m., Monday - Friday, at the Hume Area Office (352) 392-6011.