Pay Offline Instructions

You have chosen to pay offline. If you have not done so already, please print a copy of your contract for your records.

Due at this time: **$0.00**
Amount to be charged to student's university billing account for this semester: **$0.00**
Plan (meals per week): **20**

You will need to send a check or money order to:

Kansas State University
Housing and Dining Services
104 Pittman Building
Manhattan, KS 66506-4601

The rates do not include the cost of suites/small singles.

Prepayment of suite/small single fees is not allowed and does not guarantee assignment.

Be sure to include your Wildcat ID number in the memo portion of the payment.

Please note: Assignments are based on the date your payment was received, not the day you completed your contract online.

SAMPLE

Applicant Information

Name: Willie Wildcat
Wildcat ID No. (WID): zzz456789 **Contact Phone:** 785-532-6453 (Home)
Home Address: 104 Pittman
City: Manhattan **State:** KS **Country:** US **Zip Code:** 66506
Email Address: housing@k-state.edu **Gender:** M
Classification: Freshman **Meals Per Week:** 20
Payment Reference No.: Pay Offline **Payment Date:** N/A
Amount Paid: $0.00 **Amount to be Charged:** $0.00
Grand Total Per Semester: $0.00
Contract Reference No.: zzz456789
Information Released to: Wilma Wildcat
Breaks Chosen:

Length of Contract

This contract is for a space in the residence hall system and a dining services option for the 2011 - 2012 academic year (fall and spring semesters) or the remaining portion of the academic year at time of initial occupancy. This contract is nontransferable. This contract is valid through May 12, 2012. Students needing to stay during the summer semester may complete a summer 2012 contract when available.

SAMPLE

Payment Plan

The student agrees to accept the assigned space in the residence hall system and pay the amounts indicated. Any student currently living in the residence halls must submit the online contract and payment by May 13, 2011, to secure an early space preference (RSVP).

Rates are for a standard space and meal service. Standard spaces include doubles, triples, and quads with a community bathroom. This also includes a small number of three-person rooms with unattached private bathrooms in Ford, Goodnow, Haymaker, and Marlatt. The rates do not include the cost of suites/small singles. A student assigned to a suite/small single is assessed the additional cost as specified in the suite/small single options section of this contract. The additional fees due for a suite/small single will be charged on the student's university billing account and due as specified. This supplemental charge will be assessed and reflected in the next billing cycle following check in. This may occur after financial aid is disbursed. Prepayment of suite/small single fees is not allowed and does not guarantee assignment.

A student choosing the student's university billing account for the fall semester may receive the cost savings of $25.00 by paying the spring semester payment by December 9, 2011. All spring plans not paid by December 9, 2011, will be automatically converted to the student's university billing account and assessed the appropriate amount.

Any student wanting to decrease their meal plan may do so once by September 12, 2011, with

the difference in charges to their account being prorated weekly. Contact the Housing and Dining Services cashiers office in the Pittman Building to decrease or increase a meal plan and for specific prorated amounts.

Student's University Billing Account

All Housing and Dining Services charges a student incurs, with the exception of the amount paid with this contract or paid for the spring semester, will be charged to the student's university billing account. Questions regarding the student's university billing account should be referred to the Cashiers and Student Accounts office (785-532-3350).

Suite/Small Single Options

A student who requests and receives assignment to a suite/small single option is assessed the corresponding per person per semester supplemental rate: small single room ($195.00), four-person suite ($511.00), three-person suite ($678.00), two-person suite ($849.00) or one-person suite ($1,015.00). The terms and conditions of the supplemental contract are herein incorporated by reference and a student's acceptance of a suite/small single option assignment constitutes agreement to pay the specified supplemental amount. The corresponding per person per semester supplemental rate will be assessed on a student's university billing account and due as specified regardless of the payment plan selected. This supplemental charge will be assessed and reflected in the next billing cycle following check in. This may occur after financial aid is disbursed. Prepayment of suite/small single fees is not allowed and does not guarantee assignment.

SAMPLE

Default

Any unpaid balance existing after a due date will result in a hold being placed on the student's university billing account and academic records, denial of enrollment and of space in the housing system, and may result in additional fees and referral to a collection agency.

Room Occupancy

The residence halls officially open for occupancy at 10:00 a.m., Saturday, August 20, 2011. Some students will move into their permanent residence hall assignment earlier than the official opening date. Residence halls unofficially open for occupancy for the fall semester at 1:00 p.m. on Sunday, August 14, 2011. Students moving into the residence halls prior to August 20, 2011, will be charged an additional daily fee of $30.00 that covers housing and meals. No special arrangement or prior approval is needed. This additional per day fee will be assessed on a student's university billing account and due as specified. If a student moves in prior to August 20, 2011, their contract begins at the time they check in. Therefore, if the student chooses to cancel their contract, the student is assessed 40% of the remaining contract balance and all accrued charges based on the day the student officially checks out of the residence hall. Meal service for early move-in students begins with breakfast on Monday, August 15, 2011. A student arriving after August 22, 2011, must notify Housing and Dining Services in writing of their planned arrival date. Assigned space not occupied by the second day of classes may be reassigned to another student. Nonoccupancy of assigned space by a

student enrolled at the university does not terminate this contract. A student failing to notify Housing and Dining Services in writing of cancellation and failing to enroll is assessed a $200.00 cancellation fee and an accrued daily rate of $30.75/20-meal plan, $30.35/15-meal plan or $30.05/10-meal plan from August 20, 2011, through the first day of classes (August 22, 2011). If a student leaves the university at the end of the fall semester without officially checking out with residence hall floor staff (see vacating halls section of this contract for specific information), the student is assessed a $200.00 cancellation fee and an accrued daily rate of $30.75/20-meal plan, $30.35/15-meal plan or $30.05/10-meal plan from the opening date for the spring semester through the first day of classes for the spring semester. The university may reassign residents or adjust room occupancy during official recess or in the event of an epidemic, disaster or renovation. No student is allowed to occupy a room after the official closing date except by special permission from the director of Housing and Dining Services or an authorized designee of the director. A nondisabled student occupying a room modified for a student with a disability may be required to change rooms if there is a need to use the assigned room. International students have permission to arrive early for their orientation, but will be assessed the additional charges for an early arrival.

Right of Entry

The student agrees to allow periodic/emergency access to their room by authorized personnel to determine if university property is being maintained satisfactorily, and to ensure the protection of the health and safety of all residents.

Consolidation of Residents

The term "consolidation of residents" refers to moving together residents who are paying for standard occupancy but for some reason, not necessarily because of their action, are in rooms by themselves. Any student in this situation, depending on the occupancy levels, is contacted in writing by their residence life coordinator. The student is given one week to consider, choose and notify their residence life coordinator which of the following options they have selected: (1) stay in current room without a roommate (student pays consolidation fee, prorated $2.25/day, until Housing and Dining Services assigns a roommate; there is no guarantee this will occur during the course of a semester), or (2) move in with or find another roommate. A student not selecting one of the options within the time frame set by their residence life coordinator defaults into option one. If another room or roommate within the residence hall does not exist, the student is not charged the consolidation fee; but the student must accept a roommate if and when presented with that situation.

SAMPLE

Student Account Information Release

In compliance with provisions of federal law, Housing and Dining Services cannot release information contained in educational records, including information on records pertaining to a student's housing account, without specific consent from the student. This release authorizes Housing and Dining Services to discuss the student's housing account only with the individuals listed. Changes must be received in writing before inquiries from other persons are answered.

I hereby consent to the disclosure of information contained in housing account records to those individuals listed for the purpose of responding to inquiries concerning my account. This consent is valid for the 2011-2012 academic year.

Permission given to disclose information to: Wilma Wildcat.

Vaccinations/Immunizations

It is the policy of the Board of Regents of the State of Kansas that incoming students residing in student housing at a Regents institution be vaccinated for meningitis or sign a waiver refusing receipt of the meningitis vaccine. Kansas State University is a Regents institution and is subject to the above policy. By submitting this contract, you agree either to receive the meningitis vaccine or sign the appropriate waiver for said vaccine as an express condition of this contract. You recognize and acknowledge that your refusal to comply with the meningitis vaccine policy will be considered a breach of this contract with all potential consequences for a contractual breach available to Kansas State University. Your submission of this contract further authorizes the sharing of your or your child's private medical information, with regard to the receipt or nonreceipt of the meningitis vaccine, between Lafene Health Center and Kansas State University Housing and Dining Services for the purpose of implementing this policy.

SAMPLE

Cancellation

This contract is binding as long as the student is officially enrolled at Kansas State University during the academic year. It may be canceled by the student according to the following guidelines:

Request postmarked June 1, 2011, or earlier: Full refund of contract payment

Request postmarked after June 1, 2011, and until the official check in to permanent assignment or August 19, 2011, whichever comes first: Refund of contract payment less a $200.00 cancellation fee

All requests to cancel contracts before official check in to permanent assignment or August 19, 2011, whichever comes first, must be submitted in writing with the student's signature to the Housing and Dining Services office in person or via the U.S. Postal Service. A copy of the cancellation form will be included with your contract. Cancellations processed via e-mail or through other university offices are not valid.

On or after official check in to permanent assignment or August 20, 2011, whichever comes first, and subject to the contract cancellation guidelines incorporated by reference herein, this contract may be canceled for any reason by completing an application to cancel contract available from a residence life coordinator. A student whose contract is canceled by official withdrawal from the university during the semester is assessed charges based on a $200.00 cancellation fee, plus an accrued daily rate of $30.75/20-meal plan, $30.35/15-meal plan or $30.05/10-meal plan for each day the hall is in operation until an official checkout has been completed at their assigned residence hall. Cancellations must be in accordance with the contract cancellation guidelines. In order to satisfy financial obligations to Housing and Dining Services, a student who cancels this contract and remains enrolled at the university, unless participating in an academic program (student teaching, internship, cooperative study or study abroad) that takes the student away from Manhattan, is assessed 40% of the remainder of the contract charges based on the date they officially check out of the residence hall.

Claims Against the University

The student understands and agrees that: (1) Housing and Dining Services and Kansas State University are not responsible for loss of or damage to, from any cause, the student's property or any person's property in the residence halls and/or dining centers, (2) Housing and Dining Services and Kansas State University are not responsible for injury to the student, their family or guests which might result from use of the residence halls and/or dining centers, (3) the student will provide their own protection against loss of or damage to their personal belongings, and (4) Housing and Dining Services, Kansas State University, and the State of Kansas, their offices, agents, and employees, are hereby released from all liability for personal injury or property damage arising from use of the residence halls and/or dining centers, including liability for negligence.

SAMPLE

Vacating Halls

Rooms must be vacated within 24 hours of the student's last final examination each semester, by the official residence hall closing time or by official withdrawal from classes, whichever comes first. A student leaving the residence hall system must officially check out with residence hall floor staff to stop additional daily charges from accruing. An official checkout includes cleaning your room, returning all keys, completing a forwarding address card for the mailroom, being accountable for all room damages and having your residence hall staff conclude the checkout process. Failure to complete these procedures results in charges for improper checkout, lock replacement, damages that have been assessed, and daily accrued charges being assessed to the student's university billing account. The resident understands and agrees that Housing and Dining Services may dispose of all items lost or abandoned by a student at the end of each semester.

Contract Termination

This contract may be modified or terminated at the discretion of the director of Housing and Dining Services or an authorized designee of the director. A student is given notice and an opportunity to discuss with the director, or an authorized designee of the director, and a representative of the Office of Student Life the basis for any proposed modification or termination of this contract.

Reasons for modification or termination include, but are not limited to: failure of the student to comply with the terms of this contract or be formally enrolled at the university; involvement of the student in actions or activities detrimental to the health, safety, welfare, or security of self or other residents, or disruptive of the residence hall community. If the contract is terminated for one of the reasons above, the student is required to pay the remainder of the contract based on the terms found in the cancellation section of this contract.

In addition, Housing and Dining Services reserves the right to terminate or modify the terms of this contract when the director of Housing and Dining Services or an authorized designee of the director learns a resident has been charged with or convicted of a crime or crimes against persons or involving any other conduct that may threaten the safety or security of other residents. Modification of the contract may include, but is not limited to, moving the student to another university housing facility or restricting the student's access to housing facilities. If this contract is terminated under the terms of this paragraph, the student's payment obligation shall be prorated to the date of termination.

Agreement

I have read, fully understand and agree to the terms, conditions and policies of this contract and all documents included with the contract. I specifically understand and agree to the length, payment plan, vaccinations/immunizations, cancellation and consolidation sections of this contract.

SAMPLE

Assignment Information

Below is the information you entered for assignment preferences.

General Information

Home Address: 104 Pittman
City: Manhattan **State:** KS **Country:** US **Zip Code:** 66506
Major:
Disability: No

Roommate Preferences

No roommates given.

Hall Preferences

No hall preferences given.

Room Type Preferences

No room type preferences given.

Cluster Floor Preferences

No cluster floor preferences given.

General Roommate Preferences

A) Do you smoke or use other tobacco products?
B) Do you object to living with a roommate(s) who is a smoker or uses other tobacco products?
C) Do you normally go to bed before midnight on weekdays?
D) Do you normally wake up before 7:00 a.m. on weekdays?
E) Do you normally listen to music or watch television while studying?
F) Do you prefer a roommate(s) with the same academic major?
G) Do you prefer a roommate(s) in the same academic year?

Felony Question

You have answered **NO** to the following question:
Have you ever entered a guilty plea or an Alford plea to a felony offense, been placed on probation for or entered into a diversion program for a felony offense or been convicted of a felony?

SAMPLE

Change Request For Hall/Contract Preferencing Information

Housing and Dining Services, Kansas State University
104 Pittman Building, Manhattan, KS 66506-4601
Email: housing@k-state.edu Phone: (785) 532-6453 or toll free (888) 568-5027 Fax: (785) 532-6855

Wildcat ID: _____

Name: (Please Print - Last, First, Middle) _____

Permanent Home Address: _____

_____

Email Address: _____ Home/Cell Phone: _____

Has any of the above contact information changed? ☐ Yes ☐ No

Please note the following changes to my preferences:

Semester/year of contract: _____

Change assignment letter mailing address to: _____

_____

Change Name of Preferred Roommate(s) to: Preferred Roommate(s) WIDs:

_____ _____

_____ _____

_____ _____

Change Hall Preferences to:
1. _____
2. _____
3. _____
4. _____
5. _____

Change Room Type Preferences to:
1. _____
2. _____
3. _____
4. _____

Change meal plan to: ☐ 10 ☐ 15 ☐ 15 Plus $150 Marketplace Dollars ☐ 20

Add Breaks: ☐ Fall Break ☐ Winter Break 1 ☐ Winter Break 2 ☐ Spring Break

Remove Breaks: ☐ Fall Break ☐ Winter Break 1 ☐ Winter Break 2 ☐ Spring Break

Information Release Names: _____

Other changes: _____

Requests received after the May 25, 2011, deadline will be accepted, though it will be unlikely we will be able to accommodate your request. The Housing and Dining Services office makes final decisions on all assignments. Responses on the assignment information form only indicate preferences. Although an attempt is made to accommodate all requests, there is no guarantee.

_____ _____

Student Signature Date

FOR OFFICE USE ONLY

_____ Date changed in HMS _____ Date changed in ISIS

SAMPLE

Contract Cancellation

Contract Cancellation Guidelines

The following information covers the five categories, documentation needed and costs associated with contract cancellation. This Housing and Dining Services contract is for the academic year. Prior to check in or the August 19, 2011, deadline stated in this contract, whichever comes first, please complete the cancellation form and return as instructed. If you wish to cancel this contract after the academic year begins, you must complete an application to cancel contract. An application is available from any residence life coordinator.

1. Participation in an academic program

Attach a letter from your academic advisor verifying the dates and location of the academic program. For the purpose of this contract, academic programs are defined as student teaching, internships, cooperative study and study abroad. If, for any reason, your involvement in the academic program does not occur and you continue to be enrolled at the university, this contract remains valid and you are liable for the remaining contract payments.

2. Move into Jardine Apartments

This contract is canceled effective the date of your assignment as a resident of Jardine Apartments. You must complete an application to cancel contract. A copy of your Jardine agreement must accompany this form. If you do not move into Jardine, this contract is reinstated.

3. Withdrawal from the university/academic dismissal/noncontinuance of enrollment

No additional documentation needed. This contract is terminated if you are no longer officially enrolled at Kansas State University during the course of the academic year. You must complete an application to cancel contract. If you withdraw during an academic semester, you are subject to a $200.00 cancellation fee. If you complete the fall semester and do not enroll for the spring semester, you are not subject to a $200.00 cancellation fee, provided you check out properly, prior to the hall's closing for semester break. If you are academically dismissed, you are not subject to a $200.00 cancellation fee, but you are assessed the appropriate daily rate until you officially check out of the residence hall.

4. Graduation

No additional documentation is needed if graduating at the end of the semester. This contract is automatically terminated at graduation. If you graduate during the semester or at the semester's end, you are not subject to a $200.00 cancellation fee. If you graduate prior to a semester's official completion date, you must attach a letter from your academic advisor verifying your early graduation date. If you graduate in December but reenroll in January, this contract remains valid and you are liable for the remaining contract payments.

SAMPLE

5. All other reasons

No additional documentation needed. If you remain enrolled and want to cancel this contract for any other reason (e.g., moving off campus, moving into a Greek house, physical or mental health problems), you may do so totally at your discretion. However, if you cancel for any such reason, or for any reason other than those previously addressed in one through four, you are assessed 40% of the remaining contract balance and all accrued charges based on the day you officially check out of the residence hall.

Cancellation

This contract is binding as long as the student is officially enrolled at Kansas State University during the academic year. It may be canceled by the student according to the following guidelines:

Request postmarked June 1, 2011, or earlier: Full refund of contract payment

Request postmarked after June 1, 2011, and until the official check in to permanent assignment or August 19, 2011, whichever comes first: Refund of contract payment less a $200.00 cancellation fee

All requests to cancel contracts before official check in to permanent assignment or August 19, 2011, whichever comes first, must be submitted in writing with the student's signature to the Housing and Dining Services office in person or via the U.S. Postal Service. A copy of the cancellation form will be included with your contract. Cancellations processed via e-mail or through other university offices are not valid.

On or after official check in to permanent assignment or August 20, 2011, whichever comes first, and subject to the contract cancellation guidelines incorporated by reference herein, this contract may be canceled for any reason by completing an application to cancel contract available from a residence life coordinator. A student whose contract is canceled by official withdrawal from the university during the semester is assessed charges based on a $200.00 cancellation fee, plus an accrued daily rate of $30.75/20-meal plan, $30.35/15-meal plan or $30.05/10-meal plan for each day the hall is in operation until an official checkout has been completed at their assigned residence hall. Cancellations must be in accordance with the contract cancellation guidelines. In order to satisfy financial obligations to Housing and Dining Services, a student who cancels this contract and remains enrolled at the university, unless participating in an academic program (student teaching, internship, cooperative study or study abroad) that takes the student away from Manhattan, is assessed 40% of the remainder of the contract charges based on the date they officially check out of the residence hall.

Prior to check in or August 19, 2011, whichever comes first, to complete the cancellation process, please complete the cancellation form and return as indicated. Allow 4-6 weeks for your refund, if applicable.

SAMPLE

Contract Cancellation

Contract Cancellation Form

I, (print name)_____, request cancellation of this contract according to the terms stated in this contract. Please note the reason for cancellation below.

Student Signature_____ Date_____

WID_____

Address to Send Refund_____

_____

Reason for cancellation (circle the appropriate reason and briefly describe, if necessary):

* Moving Off-campus
* Moving to Greek Housing
* Not Attending Higher Education
* Attending Another Institute of Higher Education
* Other_____

_____

To verify your cancellation postmark, you may choose to use certified or registered "return receipt requested" mail and retain your receipt.

Mail to: Housing and Dining Services, K-State, 104 Pittman Bldg, Manhattan, KS 66506-4601

Fax to: (785) 532-6855

SAMPLE