

# **Policies and Procedures Handbook**

## **Illinois Institute of Technology**

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**Subject:** Housing

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The university provides apartments, residence halls and guest accommodations to the students, faculty and staff of IIT and their guests.

### **I. Apartments**

- A. University apartments are available to graduate students, married undergraduate students, staff and faculty. The apartments range from studios with one bath to three-bedroom units with two baths. Although rent includes heat and electricity, telephone service, air conditioning, air-conditioning electric-usage fees and cable television hook-up are options that will require additional monthly out-of-pocket expenses.
- B. All leases are for 12 months. When available, a short-term lease of six to 11 months may be allowed at a rate 10 percent higher than the annual rental rate.
- C. A non-refundable application fee is required at the time of application, and a confirmation reservation fee must be paid upon acceptance of an offer. This reservation fee will apply to the security deposit at the time of move-in. If an accepted offer is cancelled, the reservation fee is forfeited. Rent is due by the tenth day of each month or a late fee is imposed automatically.
- D. Contact the Housing Office or log onto the housing website at <http://www.iit.edu/housing/> for current rental rate information.

### **II. Residence Halls**

- A. All residence hall contracts are for the entire academic year or remaining portion thereof. A non-refundable initial deposit is required at the time of application.
- B. During the term of occupancy, students who voluntarily withdraw or are required to leave for disciplinary reasons will forfeit the initial deposit and will be assessed charges as specified on the Rate Sheet available in the Housing Office.
- C. Room assignments are made without regard to race, creed or national origin. Full-time freshmen who do not reside with their parents or legal guardian are required to live on campus. All residents are required to participate in a board plan.

- D. The residence hall contract is automatically terminated and students must check out of their rooms whenever they are no longer enrolled for the current semester.
- E. Unlike the State Street Village complex, which does not close over the holiday break and to which this policy does not apply, The McCormick Student Village complex closes between the fall and spring semesters. Students who require housing during this break must apply, via instructions from the Rooms Coordinator, for permission to remain in the halls, as an extra-cost accommodation.
- F. For more detailed information regarding current cost and opening and closing schedules, contact the Rooms Coordinator or check the housing website at <http://www.iit.edu/housing/>.

### **III. Guest Suites**

- A. The university has 12 guest suites available for rental to guests of resident students, faculty and staff. The guest suites range from studios to one-bedroom units. These accommodations can be reserved by the night, week or month.
- B. For more information on guest suite rates or availability, contact the Housing Office or log onto the housing website at <http://www.iit.edu/housing/>.

### **IV. Fees**

A current fee schedule, including amounts to be deposited, is available from the Housing Office.