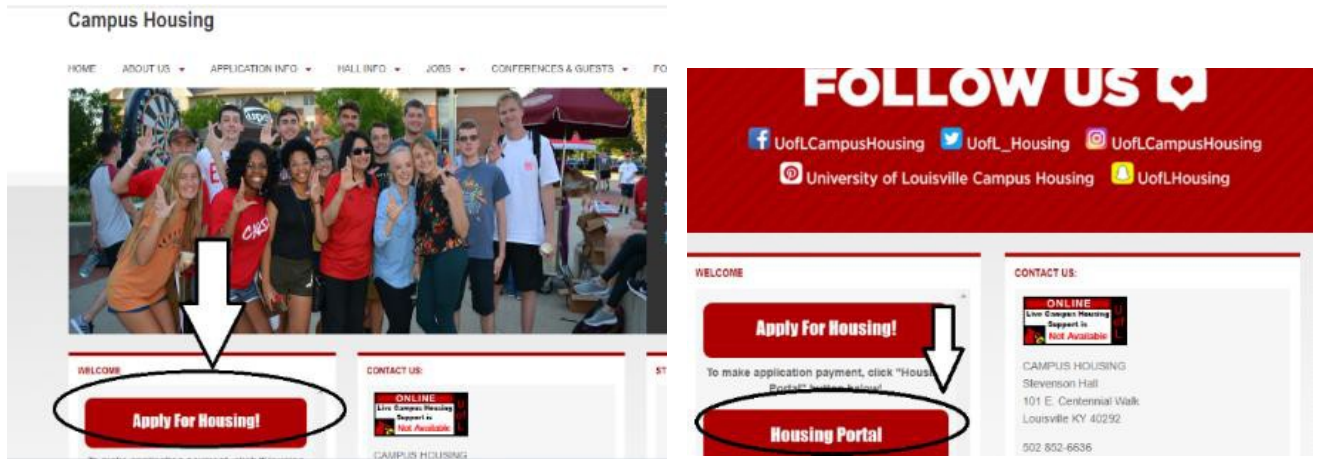


GET STARTED WITH THE FALL 2022 HOUSING APPLICATION


Welcome to the family! We are thrilled that you have chosen to find your **#CardinalHome** with Campus Housing at the University of Louisville (UofL). Students who live on campus gain invaluable social, academic, and extracurricular benefits. This “how-to” guide has been designed to assist you in submitting a general application for housing.

Step 1: Access the Housing Application

- A. Visit the UofL Campus Housing webpage. Both incoming students and returning residents may access the Fall 2022 Housing Application by selecting the red “Apply for Housing!” button on the main page. Returning residents have the additional option of accessing the Fall 2022 Housing Application by selecting the red “Housing Portal” button directly underneath the “Apply for Housing!” one.



- B. Once you have selected “Apply for Housing,” you will be re-directed to a page that asks, “Are you here to complete your first application with UofL Campus Housing or have you completed an application with us before?” If this is your first time accessing any UofL Campus Housing Application, select “Yes, this is my first application with Campus Housing.” If you have previously accessed a housing application with UofL Campus Housing OR created a UofL Housing Profile, select “No, I have completed an application with Campus Housing before.”



UofL Housing Application

Apply for Housing

Are you here to complete your first application with UofL Campus Housing or have you completed an application with us before?

No, I have completed an application with Campus Housing before

Yes, this is my first application with Campus Housing

Please note, if you have previously created a Housing Profile, you will need to select "No, I have completed an application with Campus Housing before".

Step 2: Create a Housing Profile and Submit GDPR/FERPA Consent

If you selected “Yes, this is my first application with Campus Housing,” follow these instructions:

- A. Create your Campus Housing profile by completed the fields. Fields accompanied by an asterisk denote mandatory information.

- B. Once you have completed the fields, select “Finish.” You will be redirected to the GDPR/FERPA Consent form. The GDPR/FERPA Consent form details the information-sharing and confidentiality processes of our department. Please review this carefully. If you accept the conditions outlined on the form, complete the blank fields at the bottom of the form and select “Finish” to save. Once you select “Finish,” you will receive an email notification to your UofL email account. This email is a confirmation that you have consented to Campus Housing’s use and storage of the information provided on the housing application.

First Name: Student ID Number:
 Last Name: University Email:

Having read the above information, if you give your consent for the use of your information (some of which is a student record under FERPA and including any sensitive data as defined in the GDPR) for the purposes outlined above, click the Finish button below. Having read the above information, if you do not give your consent for the use of your information for the purposes outlined above, click the Cancel button below to exit this process.

Please Note: While the submission of the GDPR/FERPA consent form is required in order to complete the housing application, it does not indicate that you have reserved a space in line for room selection. In order to guarantee a space in line for room selection, you must complete the housing application (and application fee if this is your first time submitting a housing application) in its entirety

Step 4: Update “About You” and Contact Information

- A. You will be re-directed to an “About You” section. Please complete all fields. The fields with a red asterisk are required.

Please Note: The question “Do you have a special need?” refers to any identity-related need which you feel is important for you to lead a safe and healthy life in our residence halls. This could include allergies, religion, disability, gender, or otherwise.

The screenshot shows the 'UofL Housing Application' header with the university logo. Below it is a red bar with the text 'About You'. The form contains the following fields:

- Student ID Number: *
- Legal First Name: *
- First Name You Use: *
- Middle Name: *
- Legal Last Name: *
- Birth Date: *
- Sex Assigned at Birth: *
- Gender Identity: *
- If you wish to provide more details regarding your sex, gender identity or gender expression, please do so:
- Do you have a special need?: *
- Have you been convicted of a crime?: *
- Do you have any animal-related allergies?: *

- B. Once you have completed the “About You” section, select “Next Step” to proceed to “Contact Information” section. Please complete all fields. Fields with an asterisk are required. Once completed, select “Next Step” to continue.

The screenshot shows the 'UofL Housing Application' header with the university logo. Below it is a red bar with the text 'Your Contact Information'. The form contains the following fields:

- Address: *
- Apt #: *
- City: *
- State: *
- Zip Code: *
- Country: *
- Home Phone: *
- Phone Cell: *
- University Email: *
- Personal Email Address: *
- I would like to opt out of receiving text messages from Campus Housing:
- Please note that the parent/guardian email address submitted must be accurate. Student's under 18 are required to submit an email address for a parent/guardian; student's who do not will be in violation of the Student Code of Conduct.
- Parent or Guardian Email Address: *

At the bottom, there are three buttons: [Cancel](#), [Previous Step](#), and [Next Step](#).

Please Note: All students who complete the Fall 2022 Housing Application are automatically registered to receive SMS messages from Campus Housing. If you would like to opt out of receiving these messages, please indicate this by selecting the checkbox.

- C. The next page which will appear is the “Emergency Contact and Missing Persons Contact Information” section. Begin inserting your emergency contact information. If you would like to provide an additional missing persons contact, you may begin inserting

this information. If you would like your emergency contact and missing persons contact to be the same, you may check the “Missing is same as Emergency” checkbox. Once completed, select “Next Step” to proceed.



UofL Housing Application

Emergency Contact Information

Please list the person you would like us to call in the case of life or safety issues. This person is not required to be a family member.

Title: ▼ *

Legal First Name: *

Legal Last Name: *

Address: *

Apt #:

City: *

State: ▼ *

Zip Code: *

Country:

Phone Home: *

Phone Work:

Phone Cell:

Email Address: *

Relationship: *

Missing Persons Contact Information

If staff are made aware that you may be missing, we will attempt to contact you within 24 hours. If we are unable to contact you, your missing persons contact will be notified.

Missing is same as Emergency

Title: ▼ *

Legal First Name: *

Legal Last Name: *

Address: *

Apt #:

City: *

State: ▼ *

Zip Code: *

Country:

Phone Home: *

Phone Work:

Phone Cell:

Email Address: *

Relationship: *

Step 5: Building Preference, Roommate Group, Roommate Matching, and Room Retention

The next page is comprised of four sub-sections: “Building Preference Information,” “Roommate Group Information,” “Roommate Matching Preferences,” and “Room Retention (Returning Residents Only).”

Incoming students should disregard the room retention sub-section at the bottom of the page.

Let’s review each sub-section of this page separately.

Building Preference Information:

This sub-section explains that for the Fall 2022 Housing Application, students who complete the application prior to the priority deadlines will be able to participate in the self- selection process. After completing the application, these students will be contacted via their UofL email accounts at a later date with information including the specific date and time at which they may log into the Housing Portal to select a bedspace. This means that these students will be able to choose the exact building, room, and bedspace in a selected unit. On this specified time/date, these students will also be able to assign those roommates who are a part of their already established roommate group.

Please Note: Due to the nature of self-assignment, it is not necessary for us to collect building preferences from you. You will be able to assign yourself directly into a space. However, if you choose not to participate in room selection, our office will assign you to a space based on the availability of spaces as well as the roommate matching information collected on this page. Building preference will not be taken into consideration.

Building Preference Information

For the 2022-2023 application, students who complete the application prior to the application priority deadline will be able to participate in the self-selection process. You will be emailed a specific date and time during which you will be able to log into the Housing Portal and select your bedspace. This means you will be able to choose your exact building, room, and bedspace in that unit. This is also when you will be able to assign your roommate group.

View the complete [room selection timeline](#).

Due to the self-assignment process, we are not collecting building preference information, as students will have the opportunity to assign themselves. Students who choose to not participate in the self-assignment process will be automatically assigned based on their roommate matching information; building preference will not be considered when making automatic assignments.

All students living on-campus (undergraduate or graduate), or full-time undergraduate commuters taking 12 or more credit hours with at least 9 credit hours on the Belknap Campus, are automatically assigned a Meal Plan. Meal Plan availability is based on where you will be living. Please see the [Dining Services website](#) for more information.

- Residents living in a residence hall without a kitchen in the unit (Belknap Hall, Community Park, Kurz Hall, Louisville Hall, Unitas Tower, and New Resident Hall Phase 2) will have a Traditional Plan, with the standard plan being the [All Access Meal Plan](#).
- Residents living in a residence hall with a kitchen in the unit (Bettie Johnson Hall, Denny Crum Hall, University Pointe, and University Tower Apartments) will have an Apartment Plan, with the standard plan being the [100 Plan](#) option.

Room Retention for Returning Residents

For students living in Bettie Johnson, Cardinal Towne, University Pointe, and University Tower Apartments, your unit might end up being available for the room retention process where you will be able to select your same room to live in again next year. This will be dependent on each individual room, as different communities in the building and specific student groups may be ineligible for room retention. Residents living in the other residence halls will not be eligible for room retention.

If you are interested in participating in Room Retention, please check the box below. If your unit ends up being eligible for Room Retention, during the Room Retention Selection period of [January 31, 2022](#) through [February 11, 2022](#), you will be able to log into the Housing Portal and in the room selection process select your current room again for the 2022-2023 term. You will have to participate in the selection process to be assigned again into your current room; checking the box **DOES NOT** automatically assign you again for next year.

If you check the box and change your mind, you will be able to select a different bed space the Room Selection process. If you check the box and your unit ends up being ineligible for Room Retention, we will email you to let you know that information when it becomes available.

Checking the box that you are interested in participating in Room Retention DOES NOT guarantee you will be able to select the same space again for the 2022-2023 term.

I want to stay in the same room.

Roommate Group Information:

This sub-section details an **optional** feature of the housing application. If you would like to live either with a specific individual or a group of friends, you will be able to request to live with them through our Roommate Group process. You will be able to create a Roommate Group in the Roommate Group Manager feature of the Housing Portal after completing the housing application. To access the Roommate Group Manager, you would log into the Housing Portal, go to “My Applications,” and select “Roommate Groups.” See Appendix 1 of this guide to learn more.

Please Note: Preferred roommates are not a requirement; if do not have a specific person or persons with whom you would prefer to live, it is not necessary to create a Roommate Group.

If you would like to participate in Roommate Groups, you and your friend(s) need to select a **group leader** to create a group. The group leader would then invite the remaining friends to join that group. Once invited, the friends must accept that invitation to join. When room selection occurs, whoever goes to select a room first will be able to pull in their Roommate Group if space in a unit is available to accommodate the group. If, at any time, you want to leave a Roommate Group, you will be able to do so. Please note that only those students who have been accepted to UofL and have completed the housing application will be able to participate in a roommate group. You will not be able to add these individuals until they have been admitted to the university and completed the housing application.

Roommate Matching Preferences:

This sub-section is comprised of basic questions which our team will use in assigning roommates for students who have not assigned themselves as Roommate Groups during room selection. The questions are meant solely for matching purposes and do not imply that we either condone or condemn any of the question content.

The bottom of the “Roommate Matching Preferences” sub-section explains that when a student participates in the room selection process, this student may select a bedspace in a unit which is still not occupied. In this case, the student has the option of making some personal information (name, email address, or both) visible for other students who are participating in room selection

Roommate Group Information

If you are wanting to live either with a specific individual or a group of friends, you will be able to request to live with them through our Roommate Group process. This process is designed for students who know who they would like to live with on campus. You will be able to create a Roommate Group after you have completed your housing application in our Roommate Group Manager. To get to the Roommate Group Manager, you will have to log into the Housing Portal, and go to My Applications and click on Roommate Groups. Preferred roommates are not a requirement; if you are wanting to go through room selection by yourself you do not have to create a group.

If you do want to participate in Roommate Groups, you and your friend(s) need to select a group leader to create a group, and then invite the rest to join that group. Once invited, the friends will need to accept that invitation. When room selection occurs, whoever goes to select a room first will be able to pull in their Roommate Group if space in a unit is available. If at any time you want to leave a Roommate Group, you will be able to do so as well.

If you have any questions about Roommate Groups that are not answered above, feel free to contact our office by phone at 502-852-6636 or by email at housing@louisville.edu.

Give option for students to select "Show my information for selection"

Roommate Matching Preferences

#	Description	Preference
1	Do you smoke?	<input type="radio"/> No <input type="radio"/> Yes <input checked="" type="radio"/> No Pref
2	I go to bed early (before 11 pm)	<input type="radio"/> No <input type="radio"/> Yes <input checked="" type="radio"/> No Pref
3	I get up early (before 8 am)	<input type="radio"/> No <input type="radio"/> Yes <input checked="" type="radio"/> No Pref
4	I keep my room neat and orderly all the time	<input type="radio"/> No <input type="radio"/> Yes <input checked="" type="radio"/> No Pref
5	I'm ok with my roommate having guests overnight	<input type="radio"/> No <input type="radio"/> Yes <input checked="" type="radio"/> No Pref

When students are going through the room selection process, if you have selected a bedspace in a unit that is still not empty, there is the option of some of your information being visible for other students going through selection and looking at the other empty spaces in the unit you are in. If you are okay with your information being visible for others to see, check the boxes below that you are comfortable with. They are not required, and not all boxes must be checked for information to be visible.

Show roommates my name?

Show roommates my email address?

and viewing these un-occupied bedspaces in the same unit. You should use the drop-down menus next to “Show roommates my name?” and “Show roommates my email address?” to indicate your preference or lack of preference.

Room Retention (Returning Residents Only):

This fourth sub-section explains that returning residents who have eligible Spring 2022 room assignments in an upper-level residence hall (Bettie Johnson, Cardinal Towne, University Pointe, or University Tower Apartments) have the option of requesting to retain their current room assignments for the following year. Students who check the “I want to stay in the same room” checkbox will automatically be assigned their current spaces in February and will not participate in room selection. Not all spaces are eligible for room retention, however. If your space is not available, you need to participate in room selection in order to choose a new space. Our office will notify you in advance if this situation occurs.

Returning residents who choose to participate in room retention will be able to pull in a Roommate Group if the remainder of the bedspaces in the unit remain available. If multiple people in a unit check the “I want to stay in the same room” checkbox and attempt to pull in more people than the unit has available, these requests will be processed in the order in which they are received. Those who check the “I want to stay in the same room” checkbox later will not be able to retain their spaces.

Building Preference Information

For the 2022-2023 application, students who complete the application prior to the application priority deadline will be able to participate in the self-selection process. You will be emailed a specific date and time during which you will be able to log into the Housing Portal and select your bedspace. This means you will be able to choose your exact building, room, and bedspace in that unit. This is also when you will be able to assign your roommate group.

View the complete [room selection timeline](#).

Due to the self-assignment process, we are not collecting building preference information, as students will have the opportunity to assign themselves. Students who choose to not participate in the self-assignment process will be automatically assigned based on their roommate matching information; building preference will not be considered when making automatic assignments.

All students living on-campus (undergraduate or graduate), or full-time undergraduate commuters taking 12 or more credit hours with at least 9 credit hours on the Belknap Campus, are automatically assigned a Meal Plan. Meal Plan availability is based on where you will be living. Please see the [Dining Services website](#) for more information.

- Residents living in a residence hall without a kitchen in the unit (Belknap Hall, Community Park, Kurz Hall, Louisville Hall, Unitas Tower, and New Resident Hall Phase 2) will have a Traditional Plan, with the standard plan being the [All Access Meal Plan](#).
- Residents living in a residence hall with a kitchen in the unit (Bettie Johnson Hall, Denny Crum Hall, University Pointe, and University Tower Apartments) will have an Apartment Plan, with the standard plan being the [100 Plan](#) option.

Room Retention for Returning Residents

For students living in Bettie Johnson, Cardinal Towne, University Pointe, and University Tower Apartments, your unit might end up being available for the room retention process where you will be able to select your same room to live in again next year. This will be dependent on each individual room, as different communities in the building and specific student groups may be ineligible for room retention. Residents living in the other residence halls will not be eligible for room retention.

If you are interested in participating in Room Retention, please check the box below. If your unit ends up being eligible for Room Retention, during the Room Retention Selection period of **January 31, 2022** through **February 11, 2022**, you will be able to log into the Housing Portal and in the room selection process select your current room again for the 2022-2023 term. You will have to participate in the selection process to be assigned again into your current room; checking the box **DOES NOT** automatically assign you again for next year.

If you check the box and change your mind, you will be able to select a different bed space the Room Selection process. If you check the box and your unit ends up being ineligible for Room Retention, we will email you to let you know that information when it becomes available.

Checking the box that you are interested in participating in Room Retention DOES NOT guarantee you will be able to select the same space again for the 2022-2023 term.

I want to stay in the same room:

Step 6a: Living-Learning and Themed Communities Information

Select “Next Step” to proceed to the following page. This page displays living-learning community (LLC) and themed community (TC) options for the Fall 2022-Spring 2023 Academic Year. This page asks students to indicate whether or not they would like to complete the LLC/TC application on the next, or leave it blank if they are not interested. Once you have made your selection, select “Next Step” to proceed to the following page.

Living Learning and Themed Communities

Interested in joining an LLC or TC for Fall 2022 - Spring 2023?
Living Learning and Themed Communities are located throughout our thirteen residence halls here on Belknap Campus. Students live together while accessing academic and staff support, leadership opportunities, and other resources tailor made to their interests. In addition, LLC members participate in courses together.

Why should I join an LLC?

- Students living in an LLC earn higher GPAs than their peers not living in an LLC.
- Students living in an LLC are retained at UofL at higher rates than their peers not living in an LLC.
- Students living in an LLC earn more credit hours than their peers not living in an LLC. Earning more credit hours each semester means graduating in less time.
- Students living in an LLC report greater engagement in their on campus housing experience than their peers not living in an LLC.

How do I know which LLC or TC is best for me?

- To learn more about the LLCs and TCs available for Fall 2022 – Spring 2023, visit the [LLC/TC Website](#).
- Each LLC and TC has a personalized webpage that lists what the community offers, who can apply, and how you will benefit from participating in the community. LLC webpages will also list which courses are required in order for you to participate.

How can I apply?

1. If you are reading this, that means you've completed your housing application which is required in order for you to apply for an LLC or TC.
2. At the bottom of this page, select "YES." In doing so, you will be directed to the LLC/TC application.
3. Once you access the LLC/TC application, you have the ability to select up to three preferences. **Note:** Avoid selecting the same community more than once. It will not better your chances of being approved if you select it multiple times.

Which LLCs/TCs are available for first-year students?

Living-Learning Communities:
Air Force LLC
Army ROTC LLC
College of Business: Thriving & Innovation through Leadership & Entrepreneurship LLC
Education and Health & Sport Science LLC
Engineering LLC
Ethics LLC
Feminist Social Justice Leadership LLC
Health Sciences LLC (Dental Hygiene, Nursing, Public Health)
Honors LLC (Nested Communities: First Year General, Business, Louisville Experience, Research & Creative Activity, and Science LLC)
Men of PEACC LLC
Parish LLC
Psychology LLC
School of Music LLC
Social Work LLC
Sustainability LLC

Themed Communities:
All Male TC
Bayard Rustin LGBTQ+ & Social Justice TC
First Generation Cardinal TC
Global Village TC
Metropolitan College TC

Which LLCs or TCs are available for upperlevel students?

Living-Learning Communities:
Air Force LLC (First year through senior year)
Army ROTC LLC (First year and second year)
Engineering LLC (Second year only)
Honors 2nd year General LLC (Second year only)
Public Health LLC (Second year only)
School of Music LLC (Second year only)
Sport Professions LLC (Second year only)
Entrepreneurship LLC (Second year only)

Themed Communities:
Bayard Rustin LGBTQ+ and Social Justice TC (First year and second year)
Global Village TC (First year and second year)
Metropolitan College TC (First year and second year)
Transfer Student TC (Second year transfer and higher)

Please select the LLC/TC interest option below if you are interested in applying for an LLC/TC, then click Next Step.

If you are not interested in joining an LLC/TC, please click Next Step below to continue the Housing application.

LLC/TC Interest:

Step 6b: Living-Learning and Themed Communities Application

This page displays living-learning community (LLC) and themed community (TC) Application for the Fall 2022-Spring 2023 Academic Year. This page asks students to fill out some of their academic information, as well as agree to six consent statements for the LLC/TC programs, as well as their top preferences (up to three). Once the information is completed, select “Next Step” to proceed to the following page.

Living Learning and Themed Community Application

Student Information

Student ID Number:	<input type="text" value="fall21test1"/>	LLC/TC: Major:	<input type="text"/>
Legal First Name:	<input type="text" value="██████"/>	Minor:	<input type="text"/>
First Name You Use:	<input type="text" value="██████"/>	T-Shirt Size:	<input type="text" value="▼"/>
Legal Last Name:	<input type="text" value="██████"/>		

LLC/TC Participation Consent Statements

In order to participate in a Living Learning or Themed Community, there are six agreement statements that you must consent to. If you do not agree to any of the statements below, you will need to select the Cancel button to cancel your LLC/TC application.

By checking this box, I am agreeing to adhere to the community standards set forth by the LLC or TC advisor.	<input type="checkbox"/>	By checking this box, I am agreeing to live in the assigned residence hall of the LLC or TC that I am approved for.	<input type="checkbox"/>
By checking this box, I am agreeing to enroll in the the courses connected to the LLC that I am approved for.	<input type="checkbox"/>	By checking this box, I am agreeing to participate in LLC or TC specific programming that is mandated by the LLC or TC that I am approved for.	<input type="checkbox"/>
By checking this box, I am agreeing to familiarize myself with the cost of living in the residence hall of the LLC or TC that I am approved for.	<input type="checkbox"/>	By checking this box, I am agreeing to possible reassignment from the community I am approved for due to lack of participation during the academic year.	<input type="checkbox"/>

LLC/TC Preferences

Please select up to three preferences of an LLC/TC that you would like to apply for. If you select an option that that does not match your classification (ie a freshmen selecting an upperlevel community) your request will be automatically denied.

LLC/TC First Preference Name	<input type="text" value="▼"/>
LLC/TC Second Preference Name	<input type="text" value="▼"/>
LLC/TC Third Preference Name	<input type="text" value="▼"/>

Change you mind?

If you are no longer interested in a Living Learning or Themed Community, click Previous Step, and on the LLC/TC Information page, uncheck the "LLC/TC Interest" box at the bottom of the page. Then click Next Step to skip over the LLC/TC application.

Step 7: Review Campus Housing Policies and Sign License Agreement

The next section spotlights a few of our housing policies, including our Cancellation Policy. Other policy topics include consolidations, criminal records, renter's insurance, emotional support animals (ESA), lead, and meningitis. To read these policies and others in full, please visit the "Policies and Procedures" portion of the UofL Campus Housing webpage.

Important Information to Review

We strongly recommend that you read the housing license, our [Policies and Procedures](#), and our [Cancellation Policy](#) before signing the housing license.

We have listed some of our housing policies below. This is in no way an exhaustive list of the housing policies you are agreeing to abide by when you sign the housing license.

Consolidations:

Students who have not contracted for a designated single occupancy room, do not have a roommate, and have been notified to consolidate will either select a roommate, have a roommate assigned by Campus Housing, or change rooms. Any room change must be approved by the Housing Office or Residence Hall Director and be completed within three days after notification to consolidate. If the consolidation has not occurred within this three-day period, the student may be relocated or will automatically be charged and legally obligated to pay the single room rate. Consolidations may occur at any time throughout the academic year.

Cancellation Policy:

Full cancellation penalties will apply to any student who has cancelled for any reason. Refunds and/or reductions may be issued pending a decision from the Appeals Committee, should the student choose to appeal. Residents who lose their student status or fail to satisfy their financial accounts will be denied access to the facility, including (but not limited to) a change of room door locks. Please see our [Cancellation Policy](#) for the full policy and explanation of penalties. Please note that students who do not cancel *will* receive a housing assignment once space is available.

Criminal Record:

We reserve the right to deny, cancel, or remove from housing individuals who provide false information as part of the application process, individuals with a documented history of violent behavior, and/or individuals whose histories or behaviors demonstrate an inability to successfully function with the community environment of the residence halls. We further reserve the right to verify any information provided by applicants that is available on public record.

Renter's Insurance:

As written in the license agreement, we want to ensure that items brought to campus are covered! We recommend checking with an insurance agent to make sure belongings are covered under a homeowners or renters insurance policy. If not, renters insurance can be acquired at minimal cost. For more information, please visit the National Association of Insurance Commissioners website at: www.naic.org/documents/consumer_alert_renters.htm

ESA:

Campus Housing suggests reviewing the University of Louisville's policy regarding the [Use of Service and Emotional Support Animals on Campus](#). We also want to stress that Campus Housing only allows service and emotional support animals in the residence halls, not pets except for fish in tanks of 10 gallons or less.

Lead:

Some of our residence halls were built before 1978 and may contain lead. [Read the Lead Warning Disclosure Information](#).

Once you have finishing reviewing the policy information on this page, select “Finish” to proceed to the next page, which contains the 2022-23 Academic Year Housing License Agreement.

Housing License Agreement

Academic Year License Agreement 2021-2022

Campus Housing ("Campus Housing Office") University of Louisville ("University") Stevenson Hall
Louisville, Kentucky 40292
P: (502) 852.6636 F: (502) 852.5427

I. Definitions:

A. License: A legal contract conferring a right between two parties, known as the Licensor, who grants the License, and the Licensee, to whom the License is granted.

B. Residence Hall: University building, including apartments, containing living quarters for students

C. Assigned Space: The unit the resident is assigned to including bed, living space, and common areas. Resident Assigned Spaces will overlap unless specifically stated otherwise.

D. Family Units: Roommates and suite-mates sharing a living space on campus will be considered as family units. With regards to infectious diseases, if one individual within a unit is experiencing all symptoms all of the family unit will be required to follow the same or similar safety procedures and guidelines as the individual who is experiencing symptoms.

[Email](#)
[Download](#)

I have reviewed the Cancellation Policy. I am aware that I am responsible for cancelling my housing assignment even if I withdraw from the University and that cancellation penalties may apply.
[Review the Cancellation Policy.](#)

I have reviewed the lead disclosure information. I am aware that many of the residence halls were built before 1978 and may contain lead.
[Read the Lead Warning Disclosure Information.](#)

I have reviewed the substance growth prevention information and agree to follow the recommendations provided.
[Read the Substance Growth Prevention Information.](#)

I have read and understand the following statement regarding Renter's Insurance: Campus Housing recommends checking with an insurance agent to make sure belongings are covered under a homeowners or renters insurance policy. If not, renters insurance can be acquired at minimal cost. For more information, please visit the National Association of Insurance Commissioners website at: www.naic.org/documents/consumer_alert_renters.htm

I have read the University's Emotional Support Animal policy, and understand that no pets (except for fish in tanks 10 gallons or less) are allowed in the residence halls.
[Read the ESA Policy.](#)

I have received the vaccination against meningococcal meningitis disease.
[Review information regarding Meningococcal Meningitis.](#)

I understand that if I am under the age of 18, a co-signature is required on my housing license. I understand that if a co-signature is not obtained, this may delay in receiving my housing assignment or that my housing application may be cancelled. (A co-signature request will be emailed to the parent/guardian email address that you provided).

I confirm that all contact information provided is accurate for both myself and my parent/guardian. I understand that providing false information, including putting my contact information as that of my parent/guardian if I am under the age of 18, is a violation of the Student Code of Conduct under Section K Misrepresentation and/or L Falsification and may lead to sanctions.
[Review the Student Code of Conduct.](#)

I Agree to the terms and conditions of this Contract.

Student ID Number:

Co-signature Email 1:

[I Agree](#)

In addition to reviewing the agreement in PDF form within the housing application, you may choose to email or download a copy for your records. If you select “Email,” you will be able to insert an email address to which a copy of this agreement may be sent.

Housing License Agreement

Academic Year License Agreement 2021-2022

Campus Housing ("Campus Housing Office") University of Louisville ("University") Stevenson Hall
Louisville, Kentucky 40292
P: (502) 852.6636 F: (502) 852.5427

I. Definitions:

A. License: A legal contract conferring a right between two parties, known as the Licensor, who grants the License, and the Licensee, to whom the License is granted.

B. Residence Hall: University building, including apartments, containing living quarters for students

C. Assigned Space: The unit the resident is assigned to including bed, living space, and common areas. Resident Assigned Spaces will overlap unless specifically stated otherwise.

D. Family Units: Roommates and suite-mates sharing a living space on campus will be considered as family units. With regards to infectious diseases, if one individual within a unit is experiencing all symptoms all of the family unit will be required to follow the same or similar safety procedures and guidelines as the individual who is experiencing symptoms.

[Email](#)
[Download](#)

Email Address

[Email](#) [Cancel](#)

Again, we highly encourage students to review the Cancellation Policy and others before signing this agreement. Please check the checkbox fields next to each statement to confirm that you have reviewed all stated policies. At the bottom of the page, where you may insert your seven-digit student ID number into the required field. By selecting "I Agree," you are legally bound by the terms and conditions contained within the agreement.

Please Note: If you are under the age of 18, a co-signature by a parent/guardian is required. A co-signature request will be sent to the parent/guardian email address you provided at the beginning of the application. Your application will remain incomplete until this request has been fulfilled.

[Review information regarding Meningococcal Meningitis.](#)

- I understand that if I am under the age of 18, a co-signature is required on my housing license. I understand that if a co-signature is not obtained, this may delay in receiving my housing assignment or that my housing application may be cancelled. (A co-signature request will be emailed to the parent/guardian email address that you provided). *

I Agree to the terms and conditions of this Contract.

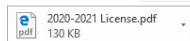
Student ID Number: *

Co-signature Email 1: *

If a co-signature is required in order for you to complete the Housing License Agreement, the following email will be sent to your parent/guardian.



Mon 11/18/2019 8:39 AM
Campus Housing,Service Account
UofL Campus Housing Application - Co-signature Required



Your student has completed a housing application for the Fall 2020 - Spring 2021 term. At the time of them completing their application, they are considered a minor, and a co-signature is required. The student has put down your information for the co-signature. To complete a co-signature, copy the co-signature code below, click on the link, and paste it into the appropriate field. Please contact us at housing@louisville.edu or (502) 854-6636 if you have any questions.

Co-signer Code: T8CGPYJL

Co-signer Link: <https://louisville.rms-inc.com/Run/CoSign?r=Kh6nnBZMVBHWItaoPXOC89beIHNzDe86M9UORyco4odv1vCkknBA4t2vIXf9z%2bSSU3gF%2bsH4FB7Y5kAZkrxUrA%63d%3d>

Campus Housing

Service Account

Campus Housing | Stevenson Hall | University of Louisville
(P) 502.854.6636 | (F) 502.852.5427

This email contains a co-signer code and co-signer link. The co-signer code should be used to “sign” the License Agreement provided at the link on the following page:

Your co-signature is required for this contract. To electronically co-sign this contract, enter the co-signer code from the email notice below and submit this form.

Academic Year License Agreement 2020-2021

Campus Housing ("Housing Office")
University of Louisville ("University")
Stevenson Hall
Louisville, Kentucky 40202
P: (502) 852.6636 F: (502) 852.5427

I have reviewed the Cancellation Policy. I am aware that I am responsible for cancelling my housing assignment even if I withdraw from the University and that cancellation penalties may apply.
[Review the Cancellation Policy.](#)

I have reviewed the lead disclosure information. I am aware that many of the residence halls were built before 1978 and may contain lead.
[Read the Lead Warning Disclosure Information.](#)

I have reviewed the substance growth prevention information and agree to follow the recommendations provided.
[Read the Substance Growth Prevention Information.](#)

I have read the University's Emotional Support Animal policy, and understand that no pets (except for fish in tanks 10 gallons or less) are allowed in the residence halls.
[Read the ESA Policy.](#)

I have received the vaccination against meningococcal meningitis disease.
[Review information regarding Meningococcal Meningitis.](#)

I understand that if I am under the age of 18, a co-signature is required on my housing license. I understand that if a co-signature is not obtained, this may delay in receiving my housing assignment or that my housing application may be cancelled. (A co-signature request will be emailed to the parent/guardian email address that you provided).

Co-signer Code:

Once your parent/guardian has reviewed the License Agreement and selected the check-boxes indicating that they have read and understood the listed policies, they may enter the provided co-signer code and select “Submit.” They will receive a notification on the same page which states that their co-signer code was recorded and the contract is complete. They may now exit this portion and proceed to the payment section of the Housing Application.

Your co-signature is required for this contract. To electronically co-sign this contract, enter the co-signer code from the email notice below and submit this form.

Academic Year License Agreement 2020-2021

Campus Housing ("Housing Office")
University of Louisville ("University")
Residence Hall
Louisville, Kentucky 40202
P: (502) 485-4468 F: (502) 485-5427

I have reviewed the Cancellation Policy. I am aware that I am responsible for cancelling my housing assignment even if I withdraw from the University and that cancellation penalties may apply.
[Review the Cancellation Policy.](#)

I have reviewed the lead disclosure information. I am aware that many of the residence halls were built before 1978 and may contain lead.
[Read the Lead Warning Disclosure Information.](#)

I have reviewed the substance growth prevention information and agree to follow the recommendations provided.
[Read the Substance Growth Prevention Information.](#)

I have read the University's Emotional Support Animal policy, and understand that no pets (except for fish in tanks 10 gallons or less) are allowed in the residence halls.
[Read the ESA Policy.](#)

I have received the vaccination against meningococcal meningitis disease.
[Review information regarding Meningococcal Meningitis.](#)

I understand that if I am under the age of 18, a co-signature is required on my housing license. I understand that if a co-signature is not obtained, this may delay in receiving my housing assignment or that my housing application may be cancelled. (A co-signature request will be emailed to the parent/guardian email address that you provided).

Your co-signer code was recorded on 11/18/2019 2:53:33 PM and this contract is complete.

Step 8A: Complete the Housing Application by Submitting Payment

Once you have signed and submitted the license agreement, you may proceed to the following page titled “Housing Application Payment Options.”




Housing Application Payment Options

We currently accept Discover, Master Card, and Visa. If you do not carry a credit card, we recommend purchasing a prepaid credit card.

[Select](#)
Housing Application Payment. Pay a one time non-refundable \$100 application charge. If you intend to request a reduced application payment, do not pay the \$100 charge as we will not be able to refund you the difference.

[Select](#)
Students who were approved for a fee waiver from their University application can qualify for a reduced application charge of \$50 on their housing application. This will cause up to a two business day delay in the finalization of your application as it must be approved before you can pay the reduced application charge. We are unable to completely waive the application fee or post it to your student account.

Attention: Students who request a reduced application charge will have to wait between 1 and 2 business days for approval.

At this point, you may proceed with payment, which we highly recommend for those wishing to immediately reserve a place in line for room selection. **The housing application is incomplete until payment has been processed.** However, students may opt to log out of the housing application and re-access the Housing Portal at a later time in order to complete payment. If you choose to log out and submit payment at a later date, all application components prior to payment (including the signed license agreement) will be saved, but this does not mean that your application is complete.

Please Note: The housing application payment is a one-time, non-refundable fee. If you are a returning resident who previously has submitted a housing application at UofL and successfully paid the application fee, then you are not required to make the payment again. Our office currently accepts Discover, MasterCard, and Visa as forms of payment. If a student or guardian does not have access to one of these credit cards, then we recommend purchasing a prepaid credit card with one of these vendors. Our office does not accept checks or cash as a form of payment.

A. To pay, select “Select” next to the statement which reads “Housing Application Payment. Pay a one-time non-refundable \$100 application charge...”. The following screen will appear:

Application Fee Payment

Item	Amount
2020-21 Application Charge	\$100.00
Total	\$100.00

[Make Payment](#)

This is a non-refundable payment.

PCI Data: Any and all the information collected on this site will be kept strictly confidential and will not be sold, reused, rented, disclosed, or loaned! The information you give us will be held with the utmost care and will not be used in ways that you have not consented to. Any non-personally identifiable information gathered from your internet browser, such as IP address, domain name, browser software and OS type, is anonymous and no personal information is ever transmitted to us in this manner. This non-personally identifiable information relating to site visits is used to improve the feature and functionality.

After entering your payment information, you must click Return and then the Finish button to finalize your application.

B. Select “Make a Payment” to insert your credit card information. The following content will appear:

PCI Data: Any and all the information collected on this site will be kept strictly confidential and will not be sold, reused, rented, disclosed, or loaned! The information you give us will be held with the utmost care and will not be used in ways that you have not consented to. Any non-personally identifiable information gathered from your internet browser, such as IP address, domain name, browser software and OS type, is anonymous and no personal information is ever transmitted to us in this manner. This non-personally identifiable information relating to site visits is used to improve the feature and functionality.


After entering your payment information, you must click Return and then the Finish button to finalize your application.

C. Once you have inserted your information, select “Pay Now” to make payment. A receipt screen will appear which says, “Thank you for your order!”. You must select “Return” after completing payment.

D. You will be able to print a copy of your receipt after selecting the “Return” button. The following page will appear on which you may select “Print.” When finished printing, you may select “Finish” at the bottom of the page to complete payment.



E. You will be redirected to the “Application Complete” page. You may now log out of the housing application.


Application Complete




Thank you for applying to live with us in Campus Housing! We are so excited that you will be finding your #CardinalHome with us. At this time, no further action needs to be taken in regards to your application. However, if you have any questions or concerns, please do not hesitate to reach out to us at 502-552-6636, housing@louisville.edu, or on our on-line chat that you can access from the [front page of our website!](#)

Stay up to date with all awesome things that are taking place in Campus Housing!

Like us and/or follow us on   **UofLCampusHousing**

Check us out on  **UofLHousing**

Hit us up on  **UofL_Housing**

All students will receive the following email once the Housing Application is complete:

Thu 10/28/2021 11:10 AM
Campus Housing
Fall 2022 - Spring 2023 UofL Campus Housing Application Status

To: [redacted]

It's official! Your housing application is now complete and you are eligible to participate in room selection, a process in which you will be able to select your residence hall and bedspace. Be sure to review our [room selection timeline](#) and [resource page](#) to learn more about when and how you can select your space. Here are some important dates:

- Room selection for general population first-year students who complete the housing application before the April 1 priority deadline will open on **May 19 at 10:00 a.m.** Prior to room selection, you will receive an email from us with detailed instructions about room selection. All first-year Cards are guaranteed housing on campus!
- Room selection for students who complete the housing application and selected are eligible to participate in Room Retention before the priority deadline of January 27 will open on **January 31 at 10 a.m.**
- Room selection for upper-level students who complete the housing application before the February 11 priority deadline will open on **February 14 at 10 a.m.**

If you decide not to live on campus or attend the University of Louisville, you must fill out the cancellation request form so that we are informed in a timely manner of your decision. This occurs regardless if you have decided not to attend the University of Louisville. Instructions on how to complete a Cancellation Form can be found here: <https://louisville.edu/housing/forms/requests/cancellation>.

Also be sure to review our Cancellation Policy at <https://louisville.edu/housing/policies/cancellations>.

If you have not already, don't forget to complete your profile in the Housing Portal by uploading a profile picture.

Please take the following actions as soon as possible:

1. Go to the Housing Portal menu.
2. Select "My Account" from the left-hand menu.
3. Under "Profile Picture," select "Profile Picture Upload."
4. Review the photo requirements and examples.
5. Select "Upload" to choose your photo.
6. After choosing your photo, select "Finish."

We are excited that you have chosen to make your #CardinalHome with us beginning Fall 2022. If you have any questions, you can call us at (502) 852-6636 or email us at housing@louisville.edu.

Go Cards!

Step 8B: Apply for a Reduced Application Payment

If you were previously approved by the University for an admissions application fee waiver, then you may qualify for a reduced housing application charge of \$50.

- A. If you would like to submit a reduced fee request, then select “Select” next to the reduced fee request option below:

Housing Application Payment Options

We currently accept Discover, Master Card, and Visa. If you do not carry a credit card, we recommend purchasing a prepaid credit card.




[Select](#)

Housing Application Payment. Pay a one time non-refundable \$100 application charge. If you intend to request a reduced application payment, do not pay the \$100 charge as we will not be able to refund you the difference.

[Select](#)

Students who were approved for a fee waiver from their University application can qualify for a reduced application charge of \$50 on their housing application. This will cause up to a two business day delay in the finalization of your application as it must be approved before you can pay the reduced application charge. We are unable to completely waive the application fee or post it to your student account.

Attention: Students who request a reduced application charge will have to wait between 1 and 2 business days for approval.

[Cancel](#)

Please Note: If you select this option, processing will take approximately three business days. You will be notified regarding approval or denial to the email address you provided when creating a housing profile. If your request is either approved or denied, you will need to log back into the Housing Portal to complete your payment. The housing application is not complete until payment has been made.

- B. You will be redirected to the following “Reduced Application Fee Request” page:

Reduced Application Fee Request

Those students who qualified for the admissions application waiver are also eligible for the housing application reduction. Requesting this reduction will result in a delay in your application of at least 24 business hours. An email stating whether your reduction request was approved or denied will be sent to you. Submitting a request does not guarantee that it will be approved. **DO NOT pay the application charge before you receive an approval email as you will be paying the full amount and we cannot provide partial refunds.**

First Name:

First Name Preferred:

Middle Name:

Last Name:

Student ID Number:

Personal Email Address:

University Email:

By submitting this request, I am asking for a reduction in my application charge. I understand that I will still need to pay the reduced application fee to complete my application.

[Cancel](#) [Finish](#)

- C. After reviewing the “Reduced Application Fee Request” page in its entirety and completing the available fields, select “Finish” to submit your reduced fee request. You will now be redirected to the “Reduced Fee Request Received Page.” Please review the

page instructions carefully. You may now log out of the housing application. Again, your application is not complete until final payment has been made.

Reduced Fee Request Received



Your request for a reduced application fee of \$50 has been received. You will receive an email to both your personal email and University of Louisville email address regarding your reduced fee application within 1-3 business days. Be sure to check both email addresses!

If you have any questions, comments, or concerns in the meantime, be sure to contact us via phone at (502)-852-6636, via email at housing@louisville.edu, or via LiveChat on the [front page of our website](#).

Housing Application FAQ

May I log out of my housing application and resume my work at a later time?

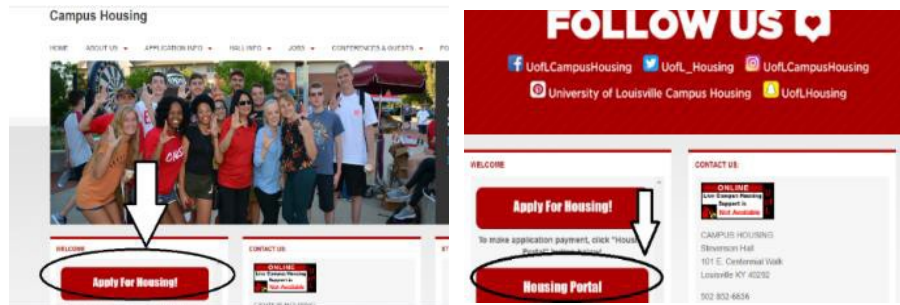
- The housing application does not save any work-in-progress. This means that if you begin the application component and decide to log out, you will lose any work and need to begin the application anew. There are two exceptions to this: you may log out after submitting the GDPR/FERPA consent form (see Step 2) and again after submitting the Housing License Agreement (see Step 7).

I accidentally provided inaccurate information OR I need to update my information. How may I make changes/updates after my application has been submitted?

- If you have submitted an application with inaccurate information and need to update this information, you will need to contact Campus Housing from your UofL email account via email housing@louisville.edu and provide your full name and student ID so that we may assist you. You will not be able to access the application again once it has been submitted.

How may I re-enter the Housing Portal to access my application?

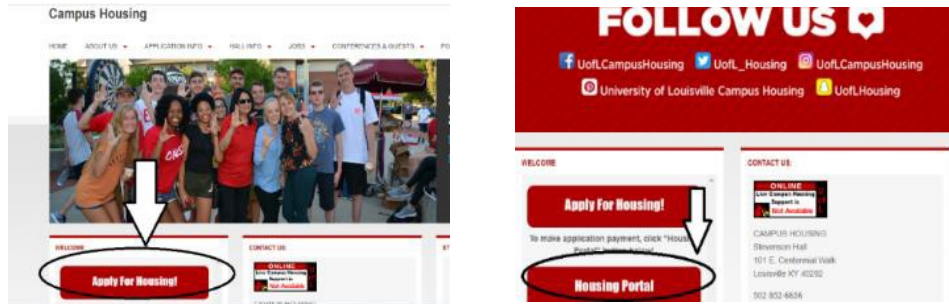
If you decide to exit the Housing Application, then you will need to log back into the Housing Portal by selecting either the “Apply for Housing” or “Housing Portal” button on the UofL Campus Housing main page. Both will take you back to the log-screen you need to access your application.



Log back into the housing application or Housing Portal using your seven-digit student ID number and the password you created when first accessing the housing application. If you have forgotten your password, follow the prompts to re-set your password. A temporary password will be sent to the default email that you have previously provided on the application. This may or may not be your UofL email account.

How may I re-set my Housing Portal password?

Select either the “Apply for Housing” or “Housing Portal” button on the UofL Campus Housing main page. Both will take you back to the log-screen you need to access your application.



Insert your seven-digit student ID number. Leave the password field “blank” and select “Forgot Password.” A temporary password will be sent to the default email that you have previously provided on the application. This may or may not be your UofL email account. Follow the prompts to re-set your password.

The image shows the 'UofL Housing Application' login page. It features a red header with the UofL logo and the text 'UofL Housing Application'. Below the header is a 'Housing Log In' section with a white background. It contains two input fields: 'Username' with the value '1599450' and 'Password' with a masked value '*****'. There are two buttons: 'Forgot Password' and 'Login'. Below the login fields is a note: 'The current log in information for the Housing Portal is NOT the same as your ULink. The Username is your Student ID number. If you are logging into this Portal for the first time, you will enter your Student ID and then Forgot Password to have a new password created for you. The password will be sent to the personal email that you have on file with us.'

How do I create a roommate group in Roommate Group Manager?

Roommate Group Management is designed for students who know who they would like to live with on campus. Below you will see any Roommate Groups that you are a part of. If you are not a part of any roommate group, you will see the option to create one!

Creating a Group

To create a group, select the "Create Group" button. Once you do so, you will be able to search for the people you would like to invite to your roommate group. You can search by first name, last name, and Student ID number. The fastest way to find someone is with their Student ID, so we recommend having that on hand. Once you have invited others to your group, they will have the ability to accept or decline your invitations. You'll see their status in your group on this page.

Joining a Group

If you have been invited to a group, you will be able to Accept or Decline your invitation below. Note that if you accept an invitation, you will automatically leave any other group you are a part of. *You can only be a member of one group.* If you decline an invitation, you will

disappear from that group and the other members will notice you have left. If you do not respond to an invitation, you will inherently not be a member of the group, and you will continue to show as pending to other group members.

Leaving a Group

If you have joined a group, you have the option to leave it as well. Once you select "Leave," you will be removed from the group and the other members will be notified that you have left.

Removing Someone Else from a Group

If you are the group leader - the person who created the group - you have the ability to remove others from your group as well. We recommend communicating with those students before you remove them, though, so that they know it is coming. They will be notified automatically if they are removed from a group.