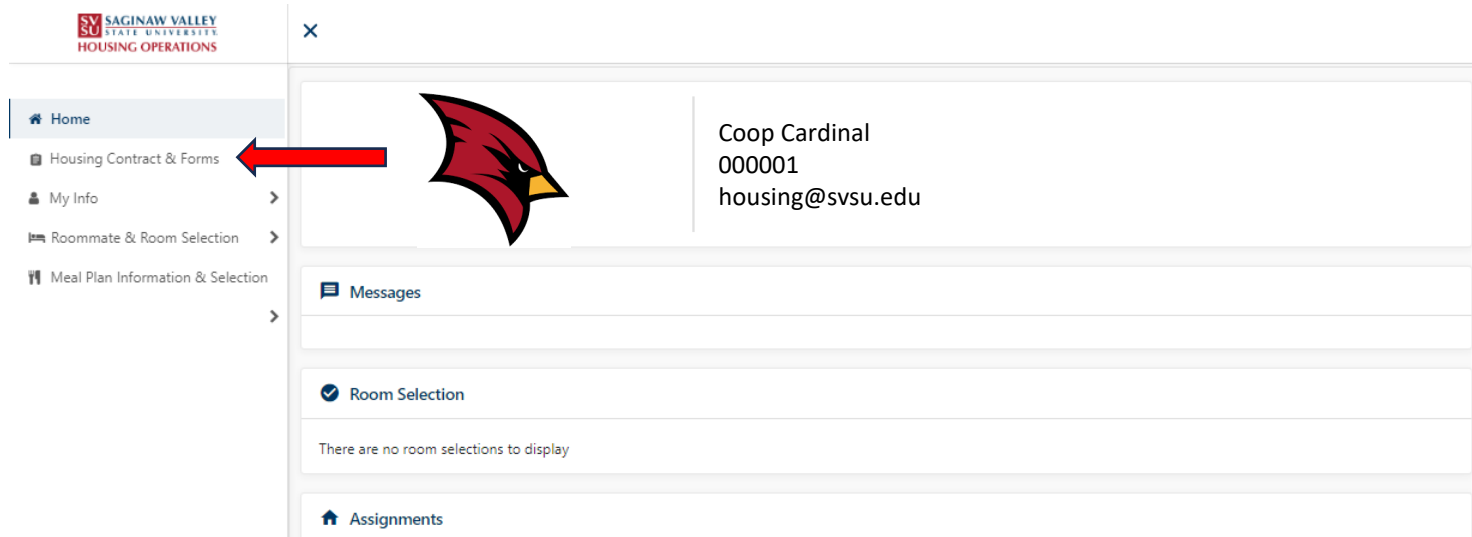


Fall 2024/Winter 2025 Housing Contract Process

Step 1: Once in the Housing Portal, you will navigate to the left-hand menu and click on “Housing Contract & Forms” to open up the list of contracts & forms available.



Step 2: Click on the appropriate link to access the contract.

- **Upperclass/Returning students:** “Returner, Transfer, International Housing Contract (Fall 2024 Winter 2025)”
- **New Transfer students:** “Returner, Transfer, International Housing Contract (Fall 2024 Winter 2025)”
- **New & Current International Students:** “Returner, Transfer, International Housing Contract (Fall 2024 Winter 2025)”
- **New first time in college students:** “New Student Housing Contract (Fall 2024 Winter 2025)”

Step 3: Review the contract language and scroll to read in the entirety. This is a legally binding document with the University, it's important that you understand what you're agreeing to before signing.

Step 4: Once you've reviewed the contract, determine which method you'd like to use for signing your contract.

You can either type your full legal name OR use the signature pad to draw your signature.

Click **Continue**.

Consent - Returner, Transfer International Housing Contract (Fall 2024 Winter 2025)

Authorization
Your signature acknowledges that all of the information above is correct to the best of your knowledge and that this information may be released in the event of an emergency. You acknowledge that you have read and understand and agree to all conditions and terms herein contained as part of the Housing Contract materials.
Signature of Resident:

Contract Signature

You are entering into a binding legal contract with the University, effective upon the date of signature, below. Please do not sign this Contract unless you are certain you have sufficient resources to cover the costs involved.

Your signature acknowledges that you have read and understand this Housing Contract and you agree to abide by the terms of this Contract. By signing this Contract, you agree to make timely payment for housing services and the meal plan (if applicable) provided under the terms and conditions of this Contract.

The Housing Contract applies to occupancy for the full academic year (fall and winter semesters) or for the remainder of the academic year as indicated below.

This Contract may be extended for spring and/or summer session(s). Please consult the Housing Handbook or www.svsu.edu/livingoncampus for specific dates and times regarding opening, closing and semester breaks. Saginaw Valley State University (herein referred to as the University) grants a license for the use of its on-campus living units to the student named (herein referred to as the Resident) upon the following terms and conditions. A Resident is defined as the only person on the Contract. Any other person(s) approved to visit or stay with the Resident as a host in the SVSU housing units would be defined as a Guest and subject to the official guest policy defined in the Resident Student Handbook.

If you intend to request a reasonable housing accommodation through the Office of Accessibility Resources and Accommodations, please note that indicating your need for accommodations does not automatically qualify you and does not start the process. To start the interactive process of receiving an accommodation, you must contact the Office of Accessibility Resources and Accommodations. Their contact information and forms can be accessed on their website: www.svsu.edu/access. You understand that your accommodation request goes through an interactive process that includes you, the Office of Housing Operations, and the Office of Accessibility Resources and Accommodations.

If you do not agree, [exit the application here](#).

If you agree, sign your name in the box below.

Enter your full name to give consent (Hand drawn signature will be auto generated)

Use the signature pad to draw your signature

Enter your full name

Clear signature

Continue




Step 5: Answer the questions that pop up on the screen.

- Please confirm your mobile/cell phone
 - This is not a required question; however it does help keep our records of contact information up to date.
 - Students who do not have a US phone number can leave this box blank.
- Have you ever had a Felony Conviction, or do you currently have a PENDING Felony Charge? If yes, our office will be in communication with you. Failure to disclose can result in a contract termination.
- Do you need an ADA Accommodation? If YES, you understand you must register with Accessibility Resources & Accommodations by May 1st.
 - Please note that checking YES does not automatically qualify you for a housing accommodation and does not start the accommodations process. To start the process of receiving a housing accommodation you must contact the Accessibility Resources and Accommodations office at 989-964-7000.
- Are you allergic to animals? While pets are not allowed, students may live with or encounter a Service Animal, protected under the Americans with Disabilities Act, or an Emotional Support Animal, protected under the Fair Housing Act. It is important our office is aware of any animal allergies students may have.
 - If you answer YES, you will be asked to list what kind of animal(s) you are allergic to. Please be specific.
- Gender-Inclusive Housing is offered at SVSU. Gender-Inclusive Defined (LGBTQIA+, Allies, etc.) Students elect into the community regardless of gender. Students who identify as LGBTQIA+ or allies. Do you prefer Gender-Inclusive housing?
- Mixed Gender Housing is offered at SVSU. Students elect into the community regardless of gender. Students are placed by mutual roommate request(s) instead of traditional assignments by single gender. Examples for 4-bedroom unit, M = male, F = female: MMMF, MMFF, or FFFM. Do you prefer Mixed Gender housing?

Step 5 Continued

- Are you a Smoker?
- Do you enjoy video gaming?
- I consider myself living conditions to generally be:
 - I prefer my room neat/organized and clean all the time
 - I tend to have a cluttered but clean room
 - I prefer my room lived in with intervals of cleaning through the week/month
 - I tend to have dirty/disorganized room and clean/organize only when I have to
- I like the temperature in my room to be:
 - I prefer my living space to be cool; 67-72 degrees
 - I prefer my living space to be warm; 73-76 degrees
 - I am flexible to any heat/cool settings for my living space
- My sleeping habits for time generally are:
 - I am an early riser (morning person)
 - I like to sleep past 10:00am whenever I can
 - I prefer to sleep past 12:00pm (noon) or into the early afternoon
 - I sleep most of the day and am up most of the night (night person)
- Please select from the list of choices all of your favorite music genres:
 - None, rock, rap, country, pop, R&B, hip hop, punk, talk radio, I like all music, other (not listed)

Step 6: Enter contact information for **all** three categories. It can be the same individual for all three, however you cannot proceed unless all three are filled out in full.

Required	Completed	Type	Name	Mobile	
✓	✓	Parent/Guardian	Mama Cardinal	989-964-4000	
✓	✓	Emergency Contact	Mama Cardinal	989-964-4000	
✓	✓	Missing Persons Contact	Papa Cardinal	989-964-4000	

Continue

Use the pencil on the right-hand side to “add” information



Edit Contact: Parent/Guardian

Name* field is required	Relationship* Parent/Guardian
Email* field is required	Mobile Phone* field is required
Home Phone* field is required	Work Phone
Address* field is required	Address 2
Address 3	Address 4
City* field is required	State* Michigan
Zip Code* field is required	Country* United States

Save **Cancel**

Every item denoted with an asterisk * is required.

The save button will turn blue when all required information has been entered. You must complete this step for all three contact types.

Step 7: Rank your top 3 room style preferences. 1= most preferred 3 = less preferred. These are used in the event you do not participate in Room Selection and our office has to administratively assign you. This is required. To review our room styles please visit:

<https://svsu.edu/livingoncampus>

New Freshman can select between:

- **Single Bedroom – Living Center:** Apartment style, 4 or 5 bedrooms in total, 6 or 8 residents in unit, 2 bedrooms are singles, 2 or 3 bedrooms are doubles (for two students). MJ Brandimore House, Living Center South, or Living Center Southwest.
- **Shared Bedroom – Living Center:** Apartment style, 4 or 5 bedrooms in total, 6 or 8 residents in unit, 2 bedrooms are singles, 2 or 3 bedrooms are doubles (for two students). MJ Brandimore House, Living Center South, or Living Center Southwest.
- **Single Bedroom – First Year Suites:** 4 bedrooms in total, 4 residents in unit. Guaranteed private bedroom for all residents in unit. First Year Suites, A-E Houses.
- **Efficiency – 2 or 3 Person Occupancy:** MJ Brandimore House, Living Center South, or Living Center Southwest.

The screenshot shows a web interface for housing requests. At the top, it says "New Student Housing Contract (Fall 2024 Winter 2025) - Existing Living Requests for Fall 2024 (1)". Below this is a table with three columns: "Choice #", "Request Name", and "Value". The table contains one row with "1" in the first column, "First Year Room Choices" in the second, and "Single Bedroom - Living Center" in the third. Below the table is a section titled "Add a New Living Request". It has a form with "Choice #" set to "1", "Request Type" set to "First Year Room Choices", and a dropdown menu for room style. The dropdown menu is open, showing four options: "Single Bedroom - Living Center" (selected with a checkmark), "Shared Bedroom - Living Center", "Single Bedroom - First Year Suites", and "Efficiency - 2 or 3 Person Occupancy". There is an "Add" button to the right of the dropdown and a "Continue" button at the bottom left of the form area.

Change choice # on far left, select “first year room choices”, and select the room style you want in that ranking and click “add”. Do this for all 3 preferences. They should be different options for each ranking.

Step 7: Rank your top 3 room style preferences. 1= most preferred 3 = less preferred. These are used in the event you do not participate in Room Selection and our office has to administratively assign you. This is required. To review our room styles please visit:

<https://svsu.edu/livingoncampus>

Returner, Transfer, International Students can select between:

- **Single Bedroom – Living Center:** Apartment style, 4 or 5 bedrooms in total, 6 or 8 residents in unit, 2 bedrooms are singles, 2 or 3 bedrooms are doubles (for two students). Living Center South.
- **Shared Bedroom – Living Center:** Apartment style, 4 or 5 bedrooms in total, 6 or 8 residents in unit, 2 bedrooms are singles, 2 or 3 bedrooms are doubles (for two students). Living Center South.
- **Efficiency – 2 or 3 Person Occupancy:** Living Center South.
- **Single Bedroom, Shared Apartment (2 bedrooms) Pine Grove OR University Village:** 2 bedrooms in total, 2 residents in unit.
- **Single Bedroom, Shared Apartment (4 bedrooms) Pine Grove OR University Village:** 4 bedrooms in total, 4 residents in unit.
- **Single Efficiency – University Village:** Single person occupancy. University Village only.

The screenshot shows a web interface for managing housing requests. At the top, it says "Returner, Transfer International Housing Contract (Fall 2024 Winter 2025) - Existing Living Requests for Fall 2024 (3)". Below this is a table with three rows of existing requests:

Choice #	Request Name	Value
1	Upper Class Room Choices	Single Bedroom - Living Center
2	Upper Class Room Choices	Single Bedroom, Shared Apartment (4 Bedrooms) - Pine Grove
3	Upper Class Room Choices	Single Efficiency - University Village

Below the table is a section titled "Add a New Living Request". It contains a form with a "Choice #" dropdown set to "1", a "Request Type" dropdown set to "Upper Class Room Choices", and a dropdown menu for room styles. The dropdown menu is open, showing options: "Single Bedroom - Living Center" (selected), "Shared Bedroom - Living Center", "Efficiency (2 or 3 Person Occupancy) - Living Center", "Single Bedroom, Shared Apartment (4 Bedrooms) - Pine Grove", "Single Bedroom, Shared Apartment (2 Bedrooms) - Pine Grove", and "Single Bedroom, Shared Apartment (4 Bedrooms) - Pine Grove". There is an "Add" button to the right of the dropdown. At the bottom left of the form area is a "Continue" button.

Change choice # on far left, select “first year room choices”, and select the room style you want in that ranking and click “add”. Do this for all 3 preferences. They should be different options for each ranking.

Step 8: Select your Meal Plan. New freshman are required to have a meal plan and can select between our three options.

Freshman Unlimited Meals/week & \$250 Declining Balance

Freshman 14 Meals/week & \$350 Declining Balance

Freshman 11 Meals/week & \$450 Declining Balance

Meal swipes can be used in the Marketplace and balances for the 14 and 11 weekly plans reset on Sundays.

Students receive the \$250/\$350/\$450 DB at the start of Fall and Winter semesters. Unused DB from Fall semester is rolled over to Winter semester's balance.

Unused DB at the end of Winter semester is forfeit.

****Dining Rates are not yet set for Fall 2024/Winter 2025. The rates shown in the system are current rates to provide a cost estimate at this time.****

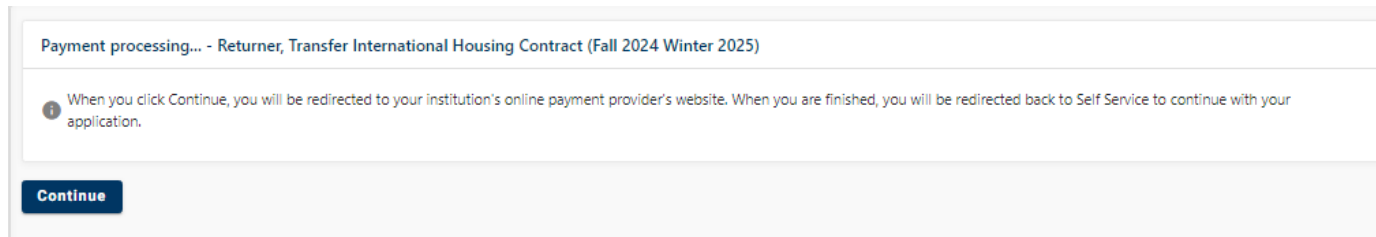
Step 8: Select your Meal Plan. Upperclass, Transfer, and International Students can select from a larger buffet of options or skip selecting one all together. Due to system restrictions, students can only select one option, however in May/June they can opt to add additional meal plans to their account via the *Meal Plan Change/Addition Form*.

The screenshot displays a selection interface for meal plans. It features a grid of 13 options, each with a radio button, a description, a dining plan fee, and a total fee. The first option, '\$250 Declining Balance', is selected. At the bottom of the interface, there are two buttons: 'Submit' and 'Skip Dining Plan selection'.

Meal Plan Option	Dining Plan Fee	Total Fee
<input checked="" type="radio"/> \$250 Declining Balance	\$250.00	\$250.00
<input type="radio"/> \$500 Declining Balance	\$500.00	\$500.00
<input type="radio"/> \$750 Declining Balance	\$750.00	\$750.00
<input type="radio"/> 100 Meals Per Semester	\$912.00	\$912.00
<input type="radio"/> 105 Meals Per Semester and \$500 Declining Balance	\$1,425.00	\$1,425.00
<input type="radio"/> 11 Meals Per Week and \$450 Declining Balance	\$2,235.00	\$2,235.00
<input type="radio"/> 14 Meals Per Week and \$350 Declining Balance	\$2,235.00	\$2,235.00
<input type="radio"/> 45 Meals Per Semester	\$450.00	\$450.00
<input type="radio"/> 55 Meals Per Semester and \$875 Declining Balance	\$1,425.00	\$1,425.00
<input type="radio"/> 75 Meals Per Semester	\$727.00	\$727.00
<input type="radio"/> 75 Meals Per Semester and \$700 Declining Balance	\$1,425.00	\$1,425.00
<input type="radio"/> Unlimited Meals/ Week and \$250 Declining Balance	\$2,235.00	\$2,235.00

****Dining Rates are not yet set for Fall 2024/Winter 2025. The rates shown in the system are current rates to provide a cost estimate at this time.****

Step 9: Pay the \$200 Prepayment. The prepayment is NOT a deposit, it is applied to the Fall 2024 Housing charges.



Once you click “continue” you will be redirected to a secure payment screen. Credit/debit or International payment is accepted in the system. Payments made in person at Campus Financial will result in a delay to finalizing your contract process and can impact your Room Selection Date/Time as that is a manual process. For the best user experience it is recommended to use the prepayment screen in the contract process.

Once payment is complete you will be redirected back to the Housing Portal to hit “finish” and see a confirmation/thank you screen.

DO NOT EXIT THE BROWSER IMMEDIATELY AFTER PAYMENT PROCESSES

Exiting the browser before receiving the confirmation message will result in an incomplete contract and you will not receive a room selection date/time.

Step 10 only applies to students under the age of 18 when submitting the contract.

The Parent/Guardian email entered in the contact information section will be sent a verification email soliciting a signature since the student is underage. The contract will not be considered complete until this portion of the process is completed.

This signature signifies that the parent/guardian consents to the minor entering into a contract with the University. This does not hold the parent/guardian financially responsible for the Housing charges.

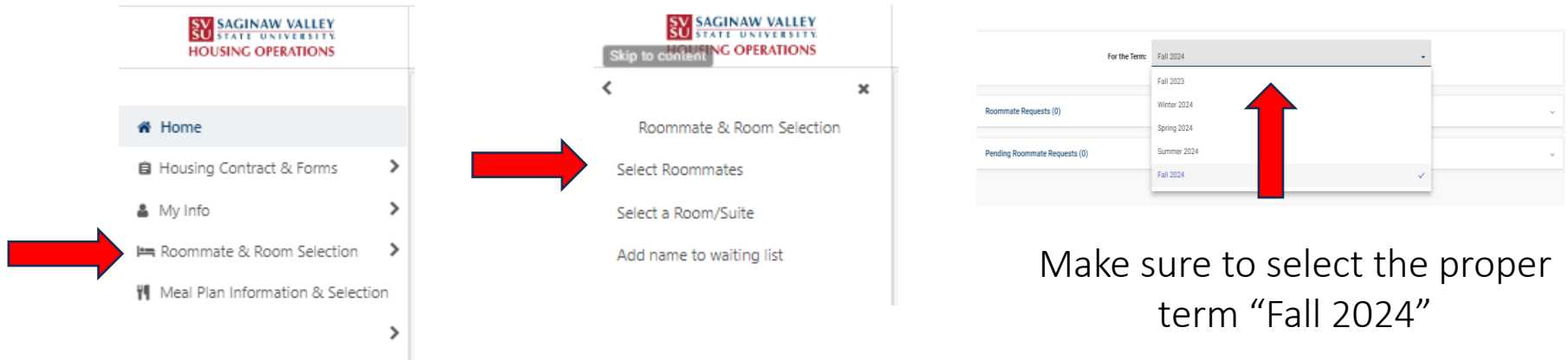
If a parent/guardian does not receive the email please reach out to housing@svsu.edu so we can verify the email is spelled correctly and re-send. The email comes from a no-reply email address and can sometimes get stuck in spam. We encourage parents/guardians to check their email thoroughly.

And with that... the 2024/2025 Housing Contract Process is complete!

Great job!

Step 11: (Optional)

Students are eligible to search and select roommate(s) in the Roommate & Room Selection tab of the main menu once they have submitted their contract. Only those with completed contracts will be searchable.



The image consists of three sequential screenshots from the Saginaw Valley State University Housing Operations website. The first screenshot shows the main navigation menu with a red arrow pointing to the 'Roommate & Room Selection' option. The second screenshot shows the sub-menu for 'Roommate & Room Selection' with a red arrow pointing to the 'Select Roommates' option. The third screenshot shows a dropdown menu for 'For the Term' with a red arrow pointing to the 'Fall 2024' option.

Make sure to select the proper term “Fall 2024”

“Search for Roommate(s)” will appear on the bottom of the page as an option, select that.

Step 11: (Optional)

Students can search for roommates using the following filters:

- Favorite music
- Dirty/clean room tendencies
- Preferred room temperature
- Preferred sleep schedule (night vs morning person)
- Smoker/Non-smoker
- Gamer/non-gamer
- Mixed Gender housing preference (yes or no)
- First/Last name
 - We recommend searching by last name first, the system utilized legal names which means nicknames and Chosen Names will not be found in the first name search function.

Students can “request” a roommate, this request must be accepted to be considered a “match”. In the event there is a roommate group of more than two persons, all individuals must request/accept one another to be fully matched and able to participate in Room Selection together.

Roommate Requests (3) ^

Name
Travis Kelce
Kylie Kelce
Jason Kelce

Unmatched Roommates:

- Travis Kelce as not requested Kylie Kelce
- Travis Kelce has not requested Jason Kelce

Per this example, Taylor Swift is matched with everyone, but Travis has not matched with Jason or Kylie. Womp womp.

This would need to be fixed before Room Selection

Room Selection for Fall 2024/Winter 2025 will begin June 10th.

More information on that process to come as we get closer!

Questions? Email housing@svsu.edu or 989-964-4255