Housing & Residential Life
On-Campus Housing Guide for Fraternities and Sororities
February 2014
Table of Contents

Fall Semester Quick Release Program/Process............................................. 1

Spring Semester Contract Release Process................................................. 2

17th Avenue Greek Reserved Space Program.............................................. 3

17th Avenue Greek Leased Bed Option...................................................... 6

Appendix A................................................................................................. 7
Fall Semester Quick Contract Release Program/Process

Housing & Residential Life (HRL) will determine if a fall semester Quick Contract Release program will be initiated for all students living in on-campus housing on an annual basis by mid-September each year. The decision to initiate the fall semester Quick Release program will be based on HRL’s fall semester occupancy.

Should the Quick Release program be initiated for fall semester, HRL will notify the Office for Fraternity & Sorority Life (OFSL) by mid-September and will inform OFSL of the number of Greek Quick Releases (if applicable) that will be guaranteed for fall semester. OFSL will then send a communication to all Fraternity and Sorority Chapter Presidents, Chapter Advisors and House Corporation Presidents to inform the chapters of the timeline, process and procedures for applying for a fall semester Greek Quick Release.

The Quick Contract Release program is a fall semester immediate release only program (meaning students need to move out of their room within a few days of being released from their housing contract) and means that students will be released from their on-campus housing contract for any reason, including the desire to move to a Fraternity/Sorority house.
Spring Semester Contract Release Process

HRL does not have a Quick Contract Release process for spring semester. Students are only released from their on-campus housing contract for the following reasons: graduation; withdrawal from the University; participation in a study abroad program; marriage; or call to active military duty.

A contract release may also be granted for 1.) documented proof of demonstrated, non-replaceable loss of financial support base after assuming occupancy in University housing, or 2) documented proof that a medical/psychological condition exists that was non-existent prior to assuming occupancy or severely exacerbated after assuming occupancy.

Should HRL’s spring semester occupancy exceed budgeted occupancy for spring semester, HRL will give priority for a specified number of contract releases to Greek students who want to move into their chapter house for spring semester. In this case, HRL will notify OFSL of the number of spring contract releases that are available for Greek students by the first week of December. OFSL will then send a communication to all fraternity and sorority chapter presidents, chapter advisors and house corporation presidents to inform the chapters of the timeline, process and procedures for applying for a spring semester contract release. Greek students who are approved by OFSL for a spring semester contract release will need to move out of their on-campus room by the end of fall semester finals.

In an effort to better understand the potential interest/demand for Greek Spring Contract Releases, OFSL will request information from fraternities and sororities in early November through an “early application process” for students interested in being considered for a spring semester contract release if offered (see sample early application form – Appendix A).

Additional Information

If students are not granted a contract release (either fall or spring semester), they have the option of “buying out” their housing contract at 72% of their remaining room and board contract. Students who are denied a contract release will be provided information about the contract buyout option and will be directed to the Business Operations Supervisor in the hall/apartment in which he/she lives.
17th Avenue Residence Hall Greek Reserved Space Program

Housing & Residential Life (HRL) will reserve up to 200 beds on an annual basis in the 17th Avenue Residence Hall for fraternities and sororities.

Outlined below is the timeline/process for reserving beds in 17th Avenue. The annual “reservation process” begins the November before each new academic year (example: the reservation process to secure beds for the 2015-16 academic year will begin in November 2014).

October 15: OFSL, in collaboration with the executive councils, will send a communication to all fraternities and sororities about the reserved space program and will include an initial reservation form to be completed and returned to OFSL by mid-November.

November 15: Fraternities and Sororities submit initial reservation request (# of beds desired) and name/e-mail lists of any “interested members” to OFSL and/or an assigned MGAC volunteer. A consolidated list and estimated number will be provided to HRL before the end of Fall semester.

January 15: OFSL sends communication to all interested individuals (fall list) and new fraternity and sorority officers to announce Greek Housing Opportunity. Request that they complete and return the attached form with other interested Greek students names, e-mail addresses, and roommate requests of any students interested in living in the Greek reserved space program to OFSL by January 31.

January 31: Interested individuals, fraternities and sororities confirm # of reserved beds and submit student names, e-mail addresses and roommate requests to OFSL. HRL will send these students information regarding the Greek housing application process.

April 1: Deadline for student submission of housing application/contract and $25.00 application fee to HRL. Students will be required to pay their $200 advance housing payment to HRL by April 15th.

Student will have until May 15th to cancel their housing contract. If
they cancel their housing contract by May 15th they will receive a refund of their $200 advance payment. After May 15th the housing contract becomes a legally binding contract and students will not be allowed to cancel their housing contract except as noted in the Quick Contract Release.

Note: HRL will hold any remaining Greek reserved beds until June 1st. If fraternity/sorority students miss the April 1st deadline, they will still be able to reserve a space until June 1st. These students need to contact HRL directly at housing@umn.edu and put Greek Reserved Space in the subject line.

June 1: Unused reserved Greek space will be released to HRL to be used for non-Greek housing.

Mid to late July: Students will receive their official housing assignment from HRL.

Additional Information about the Greek Reserved Space Program

- Due to the HRL room assignment timeline/process for all students living in on-campus housing, HRL needs to receive all housing contracts no later than June 1st each year from those students interested in living in the reserved Greek rooms in 17th Avenue Residence Hall so HRL is able to manage the assignment process in a timely and equitable manner for all students. Incoming first-year students who are recruited by a fraternity/sorority prior to the June 1st deadline are eligible to live in a Greek reserved space in 17th Avenue.

- Students participating in the Greek Reserved Space program sign a housing contract with HRL. HRL bills room and board to the student’s University account.

- All students living in on-campus residence halls, including 17th Avenue, are required to sign up for a meal plan.

- If a student living in a Greek reserved space moves out of the space (through an approved contract release during fall semester for spring semester) the fraternity or sorority that reserved the space will have a limited time to fill the vacancy with another fraternity/sorority member. HRL will allow students living in another residence hall to transfer to the vacated space. For spring semester replacements, HRL will need to know the names of students who will move into a vacated spring semester reserved space no later than December 5th. This student will need to complete a transfer request form and will need to move out of his/her fall semester
room at the end of fall semester final exams. The student will be allowed to move into his/her new room in 17th Avenue the Saturday before the 1st day of spring semester classes. If vacancies are not filled by Greek students, HRL will assign non-Greek students to vacant reserved spaces.

- Dates/timelines outlined are subject to change based on changes in HRL’s housing assignments process and/or other factors that may impact HRL’s occupancy.
17th Avenue Leased Bed Options

House Corporations need to notify Laurie McLaughlin, Director-Housing & Residential Life by November 1st if interested in either of the two leasing options outlined below for the next academic year:

- The House Corporation leases a specified number of beds from the University. Lease must be finalized/signed with the University by January 31. If interested in this option, contact Laurie McLaughlin at mclau001@umn.edu as soon as possible to further discuss details.
- If desired, the leasing House Corporation may request to have a locked section of the floor. Due to building code requirements, there are limited areas with a limited number of beds available. This option requires a multi-year lease (minimum lease term of 3 years). Lease must be finalized/signed by January 31. If interested in this option, contact Laurie McLaughlin at mclau001@umn.edu as soon as possible to further discuss details.
- The House Corporation is responsible for paying for all beds/meal plans leased, as outlined in the lease document, regardless if all beds are occupied, for the entire academic year. HRL assumes no responsibility to fill unfilled beds and the number specified number of beds leased cannot be renegotiated if beds are located within a locked section of the floor.
- Individual students will be required to complete and submit a University housing contract and a Housing Contract Application Addendum (Exhibit B in the lease) by August 15 and will be held accountable for complying with all HRL policies, rules and regulations.
- Students will receive their official housing assignment by mid to late July, or as soon as a room is assigned.
APPENDIX A: OFSL HOUSING RELEASE PROCESS AND FORM

The limited fall semester Quick Release option and/or the Spring Contract Release program will be made available through our office on an equitable basis to fraternities and sororities providing the following pre-conditions are met:

- Previous semester rosters, including new member recruitment paperwork, are complete and on file with OFSL
- All Fall semester new member releases are on file with OFSL within required 72 hour timeline
- Chapters meet IFC/PHC academic requirements
- No IFC/PHC disciplinary matters are pending
- No pending sanctions/investigations with OFSL
Spring Semester Request for Contract Release
Office for Fraternity and Sorority Life

This special Spring Semester Release form must be completed and returned to the Office of Fraternity and Sorority Life (OFSL) by Wednesday, 12/11/13 at noon. **ALL FORMS NEED TO BE SUBMITTED IN APPLEBY HALL 109.** OFSL will inform students that are provided the release by Thursday, 12/12/13. The Office for Housing and Residential Life will then contact each student by email to let them know what they need to do to finalize the release move-out process. **You CANNOT move-out without receiving the email from Housing & Residential Life.**

*Please note there is a $50 service fee for approved Contract Releases and this amount will be billed to your student account*

Chapter Name: _____________________________________________________________

Resident Name (print): ______________________________________________________

Student ID#: ____________________________________________________________

Hall: ___________________________ Room #: _________________________________

Cell/Off-Campus Phone #: __________________________

University of Minnesota E-mail Address: ______________________________________

Chapter President Name: _____________________________________________________

Chapter President email: _____________________________________________________

Chapter President phone #: _________________________________________________

**NOTE: MORE THAN LIKELY, THIS FORM WILL BE ACCESSIBLE ONLINE AND OPENED UP FOR A FIRST COME, FIRST-SERVED BASIS. OFSL WILL ATTEMPT TO MAKE THIS AS EQUITABLE AS POSSIBLE BETWEEN FRATERNITIES AND SORORITIES.**