

APPLICATION PROCESS

How do I apply for on-campus housing?

We are currently accepting application-contracts for the 2009-2010 academic year.

You must complete a housing application-contract and submit with a \$200 pre-payment deposit to the IU South Bend Bursar Office. Application-contracts are available on our website <http://www.housing.iusb.edu/>

What are the eligibility requirements to live in campus housing?

To be eligible for on-campus housing, students must be enrolled full-time; meet IU South Bend immunization requirements; and be in good financial and behavioral standing with the University and The Office of Housing and Residential Life.

Can I submit the housing application-contract online?

No. To download and print an application-contract, go <http://www.housing.iusb.edu/apply>

Application-contracts must be printed, filled out, and submitted with payment to the University Bursar Office. Payments can be made in person at the University Bursar window on the first floor of the Administration Building, or sent by mail to:

Bursar Office

Indiana University South Bend

1700 Mishawaka Ave.

P.O. Box 7111

South Bend, IN 46634-7111

How will I know that my application-contract has been processed?

Once the payment is processed, the Bursar Office will forward the application-contract to the Office of Housing and Residential Life. You will receive an email confirmation that your application-contract has been received. Students submitting an academic year application-contract by June 1 will receive assignment and specific move-in information in mid-July.

HOUSING CONTRACT INFORMATION

I need to cancel my housing contract. How do I cancel?

Housing contract cancellations must be submitted, in writing, to the Office of Housing and Residential Life.

Requests may be submitted by email to live@iusb.edu or to our office at 110 Community Building. Residents are responsible for financial obligations as outlined in the terms and conditions of the contract.

I want to live on-campus but do not plan to attend IU South Bend during the spring semester. Is it possible to sign a contract for the fall semester only?

You must sign a housing contract for the Academic year (August 28, 2009 to May 6, 2010). If you will graduate, are participating in a study abroad or other University-sponsored program, or are academically dismissed from the University, you may request release from your contract. If you will not be an IU South Bend student during the spring semester, review Section G for cancellation fee information. All residents leaving at the end of the fall semester must complete a cancellation request and check-out procedures established by the Office of Housing and Residential Life. If spaces are available in Spring 2010, new residents will be offered housing for the remainder of the term.

PAYMENT AND COSTS

How much does it cost to live on-campus?

Academic Year 2009-2010

Unit Type	Rates
1 person/1 bedroom/1 bath*	\$3930 per person, per semester
2 person/2 bedroom/2 bath**	\$3144 per person, per semester
4 person/4 bedroom/2 bath***	\$2600 per person, per semester

*very limited availability **limited availability

***most new applicants will receive this assignment

How will I be billed for housing charges?

Semester housing charges will be applied to a student's Bursar Office account at the beginning of each semester and are due and payable according to Bursar Office billing due dates. For information about Bursar's Office services visit <http://www.iusb.edu/~bursarsb/> or call 574-520-4253.

Failure to make timely payments may result in contract cancellation and removal from campus housing.

Will financial aid cover my housing charges?

Since each student's financial circumstance is different, please contact the IU South Bend Financial Aid office at 574-520-4357.

RESIDENCE AMENITIES/INFORMATION

What type of residences are available?

There are three types of residences – one bedroom, one bath; two bedrooms with two baths; and four bedrooms with two baths. Floor plans and square footage information is available on our website at <http://housing.iusb.edu>

What utilities are included in the cost?

Heat, air conditioning, water, cable TV, Internet are included.

Are residences furnished?

Yes. Each residence includes the following:

Kitchen: Stove/Oven, Microwave, Refrigerator, Dishwasher, Dining peninsula with kitchen stools

Living Room: Love seat, Chair, Coffee table, End table, Entertainment unit, Window treatments,

Carpeting

Each Bedroom: Twin mattress (extra long 80") and bed frame, Desk and hutch, Desk chair, Dresser with lockable drawer, Closet, Window blinds, Carpeting

Restroom: Mirror, Shower Rod

What will I need to bring?

Each resident must provide kitchen items, such as dishes, cookware, small appliances and other amenities such as sheets and towels. For a recommended list of what to bring (or what not to bring) to campus, please visit <http://www.housing.iusb.edu/>

Will I need to bring a shower curtain and shower hooks?

Yes. Shower rods are provided, but residents will need to provide shower curtains and hooks.

What is the bed mattress size?

Residence hall mattresses are twin extra-long (36" x 80"). Bed linens are not provided.

What kind of cable TV is available?

IU South Bend provides cable television for each apartment living room and bedroom at no additional charge. Residents must provide coaxial cables. For a complete cable TV listing, see the Residential Living Handbook located at <http://housing.iusb.edu>

Do I need a car to get to campus?

No. The main campus, classes, the Library and the Student Activities Center are within a short walk across the pedestrian bridge.

Is parking available?

Residents must register vehicles with Parking Services. On-campus residents are assigned to Lot R. The permit allows 24-hour parking at River Crossing Campus Apartments and also allows residents to park on the main campus weekdays between 6 p.m. and 7 a.m. and anytime on weekends. For more information, contact Parking Services at 574-520-5528.

Are meal plans available?

No. Residents are responsible for their own meals. Each apartment includes a kitchen. Some dining services are available on campus — the Grille is located in the Administration Building, the Courtside Café is in the Student Activities Center, and there is a café in Northside Hall. Menu items include freshly made hamburgers, baked potatoes, salads, sandwiches, soups, wraps, smoothies and much more.

Can I connect to the Internet from my apartment and room?

All residences have Internet service provided by the IU South Bend network. Visit <http://getconnected.iu.edu/> or contact the IU South Bend Help Desk at 574-520-5555 for more information. Residents are responsible for providing network cables.

Can I remove furnishings from my room or apartment?

No. All University-provided furnishing must remain fully-assembled and in the apartment or room.

ROOMMATES/GUESTS

Is family housing available?

Suites at the River Crossing student housing complex are for single students only.

Can I request a specific roommate?

Yes. You may request a roommate on your housing application-contract form. Roommate requests will be considered, but not guaranteed. Roommate requests received after June 1, 2009 for Fall 2009 applications, or after November 1, 2009 for Spring 2010 applications cannot be honored. If you don't have a roommate, we will randomly assign you with another student.

Why didn't I get my requested roommate?

It may not have been a mutual request or your requested roommate may not have a signed application-contract at the time your assignment was made.

Can students choose to share a one bedroom apartment with another student to help with the cost?

No. Each bedroom is single occupancy. A one bedroom suite can house only one student, a two bedroom suite can house only two students and a four bedroom suite can house only four students. Housing rates are per student, per semester, and each student must sign an individual housing contract. Cohabitation or subletting is strictly prohibited.

Is campus housing co-ed?

Buildings are co-ed but apartments are single-gender.

What can I do if I have roommate problems?

HRL encourages open communication between residents and roommates. Your Resident Assistant is an excellent resource who can assist with roommate mediation.

How do I request a room change?

Room change request forms are available in the Office of Housing and Residential Life at the end of the 3rd week of the semester. Resident-initiated room changes are subject to approval by the Office of Housing and Residential Life. An administrative charge is assessed for resident-initiated room changes.

GENERAL INFORMATION**Are there handicapped accessible apartments?**

Yes, ADA compliant apartments are available. If you have a physical disability, chronic illness or other condition that significantly limits a major life activity, submit your request to the Office of Disability Support Services.

What is in the Community Building?

The Community Building has a fitness room, coin-operated laundry, mailboxes, vending machines, study rooms, computer lab and a Great Room with large screen television. The Office of Housing and Residential Life is located in the Community Building.

What fitness and recreational activities are available on-campus?

In addition to the fitness room in the Community Building, students may participate in a number of organized recreational sports programs at the Student Activities Center. The large 100,000 square foot fitness center has a weight room, a basketball court, racquetball courts, aerobics room, walking and running track, and a ping pong and pool table area. In addition, campus housing includes recreational fields, walking paths and bicycle trails.

Can I take a tour?

Yes. 2-bedroom and 4-bedroom model suites and the Community Building are available for tours. For more information, visit <http://www.housing.iusb.edu> or contact the Office of Housing and Residential Life.

Do I need to clean my suite?

Residents are responsible for cleaning bedrooms and common areas. Vacuum cleaners are available for check-out at the Community Building front desk. We encourage you to clean your room on a regular basis. HRL and Facilities Management staff will conduct health and safety inspections and residents will be asked to correct health and safety violations.

Is phone service available in campus housing?

Suites are not equipped with land-line phones. Hallway and Community Building phones may be used to access local, campus and emergency numbers.

What is the Office of Housing and Residential Life?

The Office of Housing and Residential Life strives to provide exceptional services and programs in a comfortable, safe and supportive living environment that fosters student learning and development within an inclusive community. The office is responsible for housing contracts and assignments, roommate mediation, residential policies and resident conduct, maintenance reporting, and programming events. The staff includes full time professional staff members, Resident Assistants and Community Building desk staff.

POLICIES

Where can I find information about residential policies?

Visit our website <http://www.housing.iusb.edu/> to download the Residential Living Handbook which outlines residential living policies.

Are there weekday or weekend curfews?

No, however residents are expected to be respectful of roommates and neighbors.

Are pets allowed?

No. Non-carnivorous fish in a 10-gallon or less fish tank and service animals are permitted.

Is smoking allowed in campus housing?

No. IU South Bend is a tobacco-free campus. All tobacco products are prohibited on campus.

What is the policy regarding alcohol?

Alcohol is prohibited on the IU South Bend campus, including campus housing.

Do I have to live in campus housing?

No one is required to live in campus housing.

Can I stay in my room/suite over breaks?

Campus housing remains open during Thanksgiving and spring breaks. Continuing residents who are registered for the spring semester may request winter break housing. Residents must be in good financial and behavioral standing and register with the Office of Housing and Residential Life.

SECURITY/WELLNESS

How safe is campus housing?

IU South Bend Campus Police are available 24 hours a day, seven days a week. Resident Assistants live on-site. Several emergency telephones are available throughout campus. Resident access is limited to individual buildings and suites. In addition, each bedroom has a separate keyed entry.

Is there a campus escort program?

The Campus Police department provides safety escorts to vehicles or campus buildings 24 hours a day by calling 574-520-4239.

Do I need to purchase property insurance?

The University assumes no responsibility for any accident, injury, loss or damage to persons, nor any theft, loss or damage to personal belongings in or on campus property. Residents should confirm family homeowner policy information and/or obtain insurance to cover personal property.

Where can I go if I am ill?

Residents who are injured or ill can visit the Health and Wellness Center, Monday-Friday from 8:00 a.m. –5:00 p.m. Appointments are preferred and can be scheduled by calling 574-520-5557. For emergencies, call 911.

DATES AND GENERAL INFORMATION

When do I move-in?

Housing opens Friday, August 28, 2009 for new Fall 2009 residents. Move-in for new Spring 2010 residents begins Thursday, January 7, 2010. For more information about move-in visit our website.

When do I move-out?

Non-returning residents are required to leave housing 24 hours after their last final exam. Residents must complete Housing and Residential Life check-out procedures. For more important housing dates visit the "Important Dates" section at <http://housing.iusb.edu>.

When do classes begin?

Fall 2009 classes begin August 31, 2009. Spring 2010 classes begin January 11, 2010.

Is summer housing available?

Summer housing is available for current residents.

Where is campus housing located?

The River Crossing student housing complex is on 26.5 acres on the south side of the St. Joseph River. A 600 foot pedestrian bridge over the river connects campus housing to the rest of the campus.

Can I ship my belongings to campus housing prior to move-in?

No. Shipments or mail cannot be received prior to move-in and the post office will not deliver mail for non-residents. After move-in, residents should include building and suite number in their address to ensure proper mail delivery.