2021-2022 Residence Hall Contract
Dear Resident,
Welcome to K-State Housing and Dining Services! We are excited that you are interested in living in our on campus housing.

The K-State Residence Hall contract for 2021-2022 academic year will be available to complete in the online Resident Portal beginning December 7, 2020 at 3:00PM.

In order to maximize the efficiency of the process during this anticipated busy time, this presentation shows recommendations from the perspective of time efficiency and logging out as quickly as possible to reduce the number of users all using the same resources.

We do NOT recommend you ever sign a contract without reading the Terms and Conditions. We encourage you to thoroughly read through the sample copy of the Terms and Conditions listed on our website prior to submitting this legally binding contract.

Once you submit your $230 contract payment and receive the notice that your contract has successfully been submitted, please log out of your Resident Portal to allow other students to continue to complete the process.

After December 7, you can log in to your Resident Portal and review your selections and make any edits as needed. Making edits to your contract will NOT change your contract submission date and time. You may edit the contract as many times as you want until July 1, 2021.

We thank you in advance for your patience during this anticipated busy time.

K-State Housing and Dining Staff
To complete the contract quickly, we encourage you to think through these actions required to complete the contract:

1) **Meal Plan:** What meal plan would you prefer? The All Access or Any 14

2) **Information Disclosure:** Who would you like to add to your contract as someone we can speak to about your specific contract? (see slide 12)

3) **Terms and Conditions Acceptance:** After reviewing the Terms and Conditions, you will check a box that indicates you understand and agree to the Terms and Conditions of the contract. (see slide 15)

4) **Felony Question Response:** You will answer the Felony Question with a Yes or No response. (see slide 15)

5) **Payment:** Have your credit or debit card out and ready to use.
Two important notes

1) The contract is a **full academic year contract**.
   - This contract is for the Fall 2021 and Spring 2022 academic semesters.
   - Residents moving out of the Residence Halls anytime before May 14, 2022 are subject to early termination fees.

1) You will **not** enter any Residence Hall or room type preferences on this contract.
   - Residents select their specific Residence Hall and room during room selection process in April/May.
Navigating the Resident Portal on December 7:

- If you are choosing to do a contract on December 7 at 3:00PM, the system may run a little slower than normal due to the high number of users trying to access the site at the same time. We thank you in advance for your patience.

- The home page of the Resident Portal will look different on December 7 from 12-5PM to allow for faster processing time of the pages. The link to the Residence Hall contract will be the only option available to complete.

- We recommend you complete the contract on a desktop or laptop computer. Mobile devices are not recommended.

- Intentionally click the buttons only once. Clicking or refreshing the screen multiple times will only add additional processing time.

We are looking forward to welcoming you to K-State next fall.
Go to: www.housing.k-state.edu
Enter your K-State eID (First portion of your K-State email address)

Enter your K-State eID password

We recommend you log in to your Resident Portal prior to the start date and time to make sure you have the correct eID and Password.
On December 7 from 12PM to 5PM you will see a simplified screen in the Resident Portal. This is intentional to aid in the processing speed during this high volume usage time.
REQUIRED: Select a Meal Plan:
- All Access
- Any 14

Choose one

Click Here
Please list anyone that we can talk to about your contract.

You can also update this in the edit portion of your contract.
Review and Scroll Down
Please note the important early termination policies in sections 18 and 19 (highlighted in yellow).

Specifically note:
The deadline to cancel without penalty is **June 1, 2021**.

Early termination after occupancy could result in a buyout charge up to **50% of the remaining academic year contract.**
You will be required to answer these two questions at the end of your Terms and Conditions page.

See next page
**Click Here**

**Select No or Yes**

Click Here

BE ADVISED – When you click this button, you are obligating yourself to a legally binding contract.

104 Pittman Building, Manhattan, KS 66506-4601  |  (785) 532-6453  |  Fax: (785) 532-6855  |  housing.k-state.edu
### Contract Information
- Spring Only: No
- Honors House?: Yes
- Shared Bathroom?: Yes
- Meal Plan?: All Access
- Stay Fall Break?: No
- Stay Winter Break?: No
- Stay Spring Break?: No

### Information Release
- Name 1: Willie the Wildcat
- Name 2: None
- Name 3: None

### Roommate Preferences
- Priority 1 Roommate Name (w/ID): None
- Priority 2 Roommate Name (w/ID): None
- Priority 3 Roommate Name (w/ID): None

Do you object to living with a roommate(s) who is a smoker or uses other tobacco products? No

Click Here
Enter your
Credit Card Number
Expiration Date
Cardholder Name
Billing Address

Click Here
Select all the images as indicated

PLEASE do **NOT** close your browser window until you see the contract complete page (see next slide)
Once you receive this message: “You have successfully completed your contract, click the Home button.”
Step 1: Check again to make sure you see this message:
Residential Contract – Completed on mm/dd/yyyy

Step 2: Click Logout

Step 3: Return on a later date to edit your contract and review all of your selections
(Editing your contract will not change your submission date and time.)
AFTER DECEMBER 7
AFTER December 7, please come back to your Resident Portal and review your selections and make any edits.
Select the page you want to edit at the top and then make your changes.
Be sure to Save Changes

Click Here
On this edit page, select which CAT Community you want to learn more about.

Click Here

Be sure to Save Changes
On this edit page, enter the Wildcat ID# of your preferred roommates.

**Unconfirmed Status:** Ask your preferred roommate to preference you on their contract

**Confirmed Status:** Each of you have preferred each other.

Do you need to change your smoking preferences?
Don’t forget to update the VERY important Information Disclosure section if you want us to be able to talk to anyone other than the Resident about this contract.
If you decide to cancel your contact, please click the Cancel Contract link below.
The deadline to cancel your contract and receive a full refund of your initial payment is **June 1, 2021**. After June 1, 2021 a $200 cancellation fee will apply.
If you have any questions regarding the contract, please do not hesitate to contact Housing and Dining Services at 785-532-6453 or housing@k-state.edu