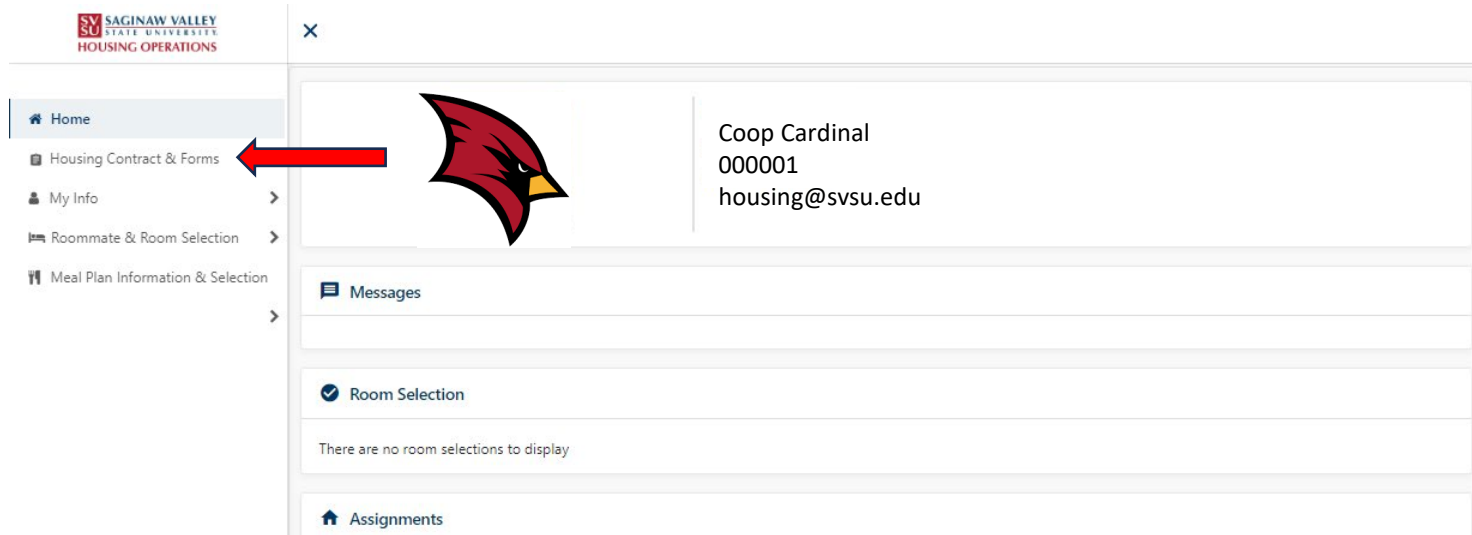


Housing Contract Process

Questions?
Housing@svsu.edu
989-964-4255

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: Find the proper contract link (they are term specific) and click to start

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 - Fall 2025-Winter 2026 Housing Contract

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 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
- Do you need a medical housing accommodation? If yes, you should connect with the office of Accessibility Resources and Accommodations as soon as possible to register.
 - Please note that checking YES does not automatically qualify you for any medical housing accommodations and does not start the accommodations process. To start the process to receive recommended accommodations you must contact the Accessibility Resources and Accommodations office at 989-964-7000.
- 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.
- 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.
 - You should connect with Accessibility Resources and Accommodations to register your allergy, their number is 989-964-7000.
- Gender-Inclusive Housing is offered at SVSU. Gender-Inclusive Defined (LGBTQIA+, Allies, etc.) Students elect to live with students regardless of gender and identify as LGBTQIA2S+ or allies. Do you prefer to live in Gender Inclusive housing? (Yes/No – default is no)
- Mixed Gender Housing is offered at SVSU. Students elect to live with students regardless of gender. Do you prefer Mixed Gender housing? (Yes/No – default is no)

- What is your student status?
 - Select the most appropriate option, don't worry if you select incorrectly, we can change it 😊
 - Options: Freshman (first time in college), Second year or higher, Transfer, International or Graduate
- Rank your top 3 choices for housing room style
 - Please select different options for all three, failure to diversify your selection will result in us guessing on your behalf if your top choice is unavailable.
 - Visit our website to review room style options (<https://www.svsu.edu/livingoncampus/>)
- Select a meal plan
 - For freshman this is required, there are three options to select from
 - For all other populations this is optional, you will need to either select one or more meal plan or "No Meal Plan"
- Select what is most important to you: Your room style preferences or roommate preferences?
 - In the event we do not have enough space in a room style for you and your matched roommate(s), this helps us know what you'd prefer.
 - In the event you are not matched with anyone, this helps us know what to prioritize when making your placement
- Do you have any special requests or preferences you'd like to share?
 - This is a good space to share exact locations you want to live, bedroom letter you prefer, any information we should know before making a placement.
- Questions to help roommates filter for best fit:
 - What is your major?
 - Are you a smoker?
 - What is your favorite music?
 - I consider my living conditions to generally be... (cleanliness question)
 - I like the temperature of my room to be...
 - My sleeping habits are...
 - Do you enjoy video gaming?

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	Chili	989-964-4000	
✓	✓	Emergency Contact	Bandit	989-964-4000	
✓	✓	Missing Persons Contact	Chili	989-964-4000	

Continue

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

Edit Contact: Parent/Guardian

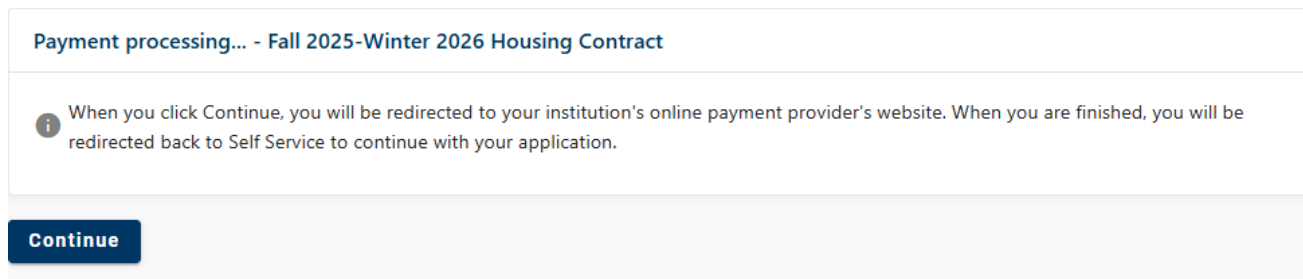
Name* field is required	Relationship* Parent/Guardian
Email* field is required	Mobile Phone* field is required
Home Phone* field is required	Work Phone
Address* field is required	Address 2
Address 3	Address 4
City* field is required	State* Michigan
Zip Code* field is required	Country* United States

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: Pay the \$250 Prepayment. The prepayment is NOT a deposit, it is applied to your housing charges.



Payment processing... - Fall 2025-Winter 2026 Housing Contract

 When you click Continue, you will be redirected to your institution's online payment provider's website. When you are finished, you will be redirected back to Self Service to continue with your application.

Continue

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 or mailed to Campus Financial will result in a delay to finalizing your contract process and can impact your contract submission timestamp. 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 your contract will not be submitted.

Step 8 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 Housing Contract Process is complete!

Students can now move on to search/select roommates.

The deadline to match with roommates is May 1

Students will receive notification of placement in June

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