

Good morning,

**Please read the following information fully and carefully to learn more about University Housing operations for the 2020-2021 academic year.**

In light of Northern Kentucky University's Healthy@NKU plan for Fall 2020, University Housing has made adjustments to its operations in accordance with guidance from the University, the Centers for Disease Control, the American College Health Association, and the Association for College and University Housing Officers, International. For the Fall 2020 and Spring 2021 terms, University Housing will operate at a reduced capacity of 1,021 beds. This is a reduction of 697 total beds for this academic year.

To promote social distancing and conform to the given guidelines, many rooms in University Housing will be single occupancy for this academic year. All rooms in University Suites will be single occupancy. Apartments in Norse Hall will be reduced to half occupancy with only one student per bedroom in each apartment. Rooms in Kentucky Hall, Commonwealth Hall, and most Callahan Hall rooms will also be single occupancy per bedroom. Quads in Callahan and Northern Terrace will be reduced to three students. In this plan, no more than 3-4 students will share any bathroom or set of bathroom fixtures. University Housing will also be increasing cleaning of common bathrooms in Kentucky, Commonwealth, and Callahan Halls and reducing or eliminating common room furniture, where possible. Operations will be conducted remotely where possible and RAs will have limited in-person interactions with residents throughout the year. *University Housing will restrict all guest visitation this academic year, including students from other on-campus residence halls.*

**To achieve this reduced capacity, University Housing is currently seeking voluntary housing contract cancellations. If you are a student who would prefer to live at home this year or who would prefer to choose alternative housing accommodations, please complete the following steps:**

1. Using your NKU email address, send an email to [housing@nku.edu](mailto:housing@nku.edu).
  - o **Emails from non-NKU email addresses will not be considered valid requests for cancellation.**
2. In the subject of the message, please put: "Contract Cancellation"
3. In the body of the message, please include your full name and your 9-digit student ID number.
4. In the body of the message, please copy and paste the following message:

*I am requesting to voluntarily cancel my housing contract for the 2020-2021 academic year. I acknowledge that, by cancelling my contract, I am irrevocably withdrawing my request for a room in University Housing for Fall 2020 and Spring 2021. I will not be charged for housing or a meal plan during the 2020-2021 academic year and my \$200 pre-payment, if paid, will be returned through my student account. This decision is not reversible, and I forfeit my right to any room I may have selected. If I later decide that I want to live in University Housing, I will have to re-apply. I acknowledge that, if I re-apply, there may not be available space and I may not receive a room in University Housing.*

Students who voluntarily cancel their contracts between now and July 12 will not be charged for housing or a residential meal plan for the Fall 2020 or Spring 2021 terms and will have their housing pre-payment returned to them through their student account, if it was paid and not waived. As you make this decision, please bear in mind that many housing scholarships may only be valid in on-campus housing. Please confirm eligibility and regulations for housing scholarships with Student Financial Aid.

**If you want to stay in University Housing for the year, there is nothing that you currently need to do.** After University Housing is able to process and tally the total number of voluntary cancellations, we will re-assess our occupancy position and be in touch with all students. Students who do not currently have an assignment will not be given an assignment until space is available. In addition, some students may be asked to move to spaces that they may not have originally selected as a preference on their housing application. If additional space is needed after the voluntary cancellation period, students will be prioritized based on considerations including students' needs for accommodations (as determined by the Office of Student Accessibility), status as a local or non-local resident, status as a first-year or returning student, and students who have extenuating needs. (Local students are those with a permanent address in the [first-year residency requirement exemption areas](#). All other students are considered non-local.) At each point in the process after voluntary cancellations, we will provide students with the opportunity to request exemptions from mandatory contract cancellations based on demonstrated need or extenuating circumstances. There is no need to reach out to us currently if you have extenuating circumstances. Please be patient as we work our way through this process. Assignments will be finalized after all cancellations are processed. We will not have any way to guarantee, confirm, or accept requests for assignments until the conclusion of this process.

*If you are a student in University Housing and have a sibling from the same permanent address also requesting Housing, you may request to be placed together in a double room in any of our residential communities. To make this request, please have both siblings email University Housing ([housing@nku.edu](mailto:housing@nku.edu)) from their NKU email addresses.*

Thank you for your patience as we work diligently with students to determine their status for the next year. In order to facilitate timely responses, students must email [housing@nku.edu](mailto:housing@nku.edu) **from their NKU email address** with any questions. **We will be unable to answer questions from non-NKU email addresses as we proceed through this process.** Leaving a voicemail for University Housing may result in extended wait times for a response since our staff continues to work remotely. We will not be able to answer all questions or specifics immediately; however, we will do our best to return communications as soon as possible.

Many frequently asked questions will be answered and updated in our [Frequently Asked Questions](#) section on our website.

Thank you for your patience and consideration.

Sincerely,

University Housing  
[housing@nku.edu](mailto:housing@nku.edu)