

## UNIVERSITY HOUSING &amp; RESIDENCE LIFE

**2024-2025 Room and Dining Contract Highlights**

*These Contract highlights are for your convenience only.*

*The complete Contract Terms & Conditions and University Housing Handbook are available at [pdx.edu/housing](https://pdx.edu/housing).*

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**The University Housing & Residence Life (UHRL) Contract is a legally binding agreement between you and Portland State University.**

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**Length of Contract**

The 2024-2025 Housing Contract is for the full **academic year** (Fall, Winter, and Spring terms). Summer Contracts are separate and are for Summer term only.

**Cancelling your Contract**

See the Terms & Conditions and Cancellation Guide at [pdx.edu/housing/policy-forms](https://pdx.edu/housing/policy-forms) for details.

**By May 1, 2024:** You will receive a refund of your \$140 Prepayment.

**After May 1, 2024:** You will NOT receive a refund of your \$140 Prepayment.

**After June 15, 2024:** Cancelling a reserved room will result in a cancellation fee of \$423 or \$847.

**After August 31, 2024:** Cancelling a reserved room will result in a cancellation fee of \$847 or \$1694. Residents staying over the summer must cancel by 8/30 and move-out by Noon 8/31.

**No shows:** If you choose not to enroll at PSU for the 24-25 academic year, you must notify UHRL before the move-in date or you will be responsible for Housing & Meal Plan charges of that term.

**After check-in:** *Check-in* is the process of obtaining keys from University Housing & Residence Life and applies whether or not a student is physically occupying the assigned Space.

- Your Contract is for the **full academic year**. Special circumstances may apply if you are cancelling due to Graduation, Study Abroad/Academic Program ending, Compulsory Active Military Duty, or Withdrawal from PSU. In these special circumstances, you must complete a Contract Cancellation Request Form by Week 8 to avoid cancellation fees.
- There are no refunds of Housing charges for a term after the Move-In date for that term.
- If you are cancelling your Contract for any reason, you must complete a Contract Cancellation Request Form prior to moving out to avoid Improper Cancellation charges.
- Contract Cancellation Forms are available via the Housing Portal ([pdx.edu/housing/portal](https://pdx.edu/housing/portal)).

**Housing Assignments**

The Contract is for a Space in University Housing, and not a specific Space, Building or Unit. Assignments are made in the order we receive Contracts, pending availability. Please keep in mind that selecting a specific community or room type will override selecting a specific roommate.

**Room Transfers**

Residents wanting to change units can request a Room Swap or Transfer form via email (first transfer is free). Room Transfer Requests are available starting week 2 until the end of week 8 for Fall and Winter term. Room Transfers are not available in Spring or Summer. You must get permission from University Housing & Residence Life before you move to a different unit.

**Roommates**

If you are having problems with your roommate, please speak to your Resident Assistant *before* submitting a Room Transfer Request; they are there to help you.

If you live in a furnished double room and your roommate moves out, you may be assigned a new roommate at any time. University Housing will notify you of a new roommate via email as soon as possible but you should always be prepared for a new roommate. You are required to welcome your roommate by keeping the room clean and one half of the space and furnishings clear for their use.

- Creating an unwelcoming atmosphere or refusing a roommate could result in financial penalty, conduct or Contract cancellation.
- Being unprepared for a roommate or individually occupying the space intended for double occupancy could result in a \$100 Consolidation Fine.

## **Paying your Housing Charges**

Housing charges are billed to your PSU student account before each term and are subject to all University student account policies. These charges are payable just like tuition and fees. You can pay in full at the start of each term or enroll in the PSU Payment Plan to pay monthly.

## **Housing Fines & Fees**

Improper Cancellation/Check-Out: up to \$100 ♦ Housing Policy Violation: up to \$500 per violation and cost of repair ♦ Lock Change: \$100 ♦ Room Lock Out: \$10 ♦ Room Transfer Fee: \$100 ♦ Contract Reactivation Fee: \$50 ♦ Maintenance/Damage Charges: See Housing Handbook

## **Furniture**

Furnished units include a bed, dresser, desk, and chair. If you are assigned a furnished single unit, there may be more than 1 set of furniture in the unit. All furniture that is in the unit when you move-in must stay in the unit.

## **Keys & Access Badges**

Your keys and access badge are a security measure for all of our residents; you should never lend them to anyone. If you lose your keys, you must report it to the Montgomery Service Desk immediately. If you lose your access badge, you must get a new badge at ID Services.

## **Meal Plans**

All First Year Experience Contracts include a meal plan. Meal Plans can be changed for the upcoming term by emailing [housing@pdx.edu](mailto:housing@pdx.edu) prior to posted change deadlines. Transfer & Returning students can purchase a meal plan with Dining Services at [dineoncampus.com/PSU](http://dineoncampus.com/PSU).

## **Eligibility**

To be eligible for PSU Housing, you may not owe more than \$100 from a previous academic term or have any financial or registration holds. Undergraduate students must be registered for and complete at least eight (8) credit hours at PSU each term and graduate students in at least four (4) graduate credit hours at PSU each term. Post-baccalaureate students can live in Housing for no more than 3 academic quarters, after which they must be admitted to and enroll in a PSU degree program to remain in University Housing. Students must make satisfactory academic progress toward the completion of their degree.

## **Check-out**

Whether you are transferring rooms or moving out of UHRL, you **must** complete a room check-out form and return your keys to the Montgomery Service Desk or the Express Check-Out drop box outside Broadway 210. If you are moving out during the Academic Year or Summer term, you must also complete a Contract Cancellation Request Form via the Housing Portal prior to moving out.

## **Guests**

Guests must be accompanied by Resident at all times. You will be held responsible for their behavior while in University Housing buildings. Overnight guests are permitted for a maximum stay of up to two consecutive nights and no more than five total nights for all guests in any term, with permission from your roommate. Minor guests are allowed under special circumstances only and require UHRL approval.

## **Family Members**

Domestic Partners/Spouses and legally dependent minor children are permitted to live in University Housing with a PSU student. These family members must be approved by the University Housing Office *before* moving in. University Housing requires formal documentation demonstrating their relationship prior to submitting a contract. Additional Housing charges will apply for Domestic Partners/Spouses; reference the Family Rates.

## **Caregiver**

If Resident needs a caregiver to care for self, their family member or animal, Resident must submit the Caregiver Form and appropriate documentation. UHRL will provide access for approved caregivers who may only access the building/unit during approved days/times.

## **Pets**

UHRL does not allow pets within Housing, except for fish in a tank of 10 gallons or less. Service animals and Support animals are allowed in University Housing and are not considered pets. Support animals must be approved by the Disability Resource Center (DRC) prior to arrival.

## **Subletting**

You may not sublet or assign your room to another person. Your UHRL Contract cannot be transferred to anyone else.

**For more details regarding the Contract, UHRL policies, and living in the residence halls, you can refer to the Terms & Conditions, Housing Handbook, and other resources available at [pdx.edu/housing](http://pdx.edu/housing).**