

These contract highlights are for your convenience only.

The University Housing Handbook and complete contract Terms & Conditions are available at www.pdx.edu/housing.

The University Housing contract is a legally binding agreement between you and Portland State University stating that you will live on-campus for the full duration of the contract.

Length of Contract

All University Housing contracts are for the full **academic year** (Fall, Winter, and Spring quarters) ending June 15, 2013.

Canceling your Contract

Your contract is for the full academic year. Special circumstances may apply if you are canceling due to: Graduation, Study Abroad/Academic Program, Compulsory Active Military Duty, Withdrawal from PSU. **If you withdraw from PSU after the 4th week of the term you will not receive a prorated refund.**

Eligibility

To be eligible for PSU Housing you may not owe more than \$100 from a previous academic term. Undergraduate students must be enrolled in at least eight (8) credit hours, and graduate students in at least four (4) credit hours. **No refunds are given for cancellations due to ineligibility after the 4th week of the term.**

Paying your Housing Charges

Housing charges are billed to your PSU account at the beginning of each quarter and are subject to all University account policies, they are payable just like tuition and fees.

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, report it to the Montgomery Help Desk immediately. If you lose your access badge you will need to get a new one at ID Services (Neuberger Hall Lobby) so your old badge will be deactivated.

Guests

If you plan to have guests in your room, it is your responsibility to escort your guest at all times. You will be held responsible for their behavior while in University Housing buildings. Guests are allowed to stay with you for up to five (5) nights at a time, and no more than ten (10) nights per quarter.

Housing Fines & Fees

Improper Check-Out: up to \$100 ♦ Housing Policy Violation: \$100 ♦ Lock Change: \$80 ♦ Room Lock Out: \$10 ♦ Transfer Fee \$100 ♦ Contract Re-activation Fee: \$50 ♦ Consolidation Fine \$100

Housing Assignments

The Contract is for a Space in University housing, and not a specific Building or Unit. We will send you a room assignment based on the date you complete the contract. Please keep in mind that selecting a specific community will override selecting a specific roommate.

Changing Rooms

If you decide you want to change rooms, turn in a Room Transfer Request at the University Housing Office. **You must get permission from the University Housing Office before you move to a different room.**

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 designated double room and your roommate moves out, you can be assigned a new roommate at any time. University Housing will notify you of a new roommate via email as soon as possible and you should always be ready to accept a 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 responsibility for the single room rate or contract cancellation.*
- *Being unprepared for a roommate or individually occupying the space intended for double occupancy could result in a \$100 Consolidation Fine.*

Family Members

Domestic Partners/Spouses, and legally dependent children are allowed to live in University Housing with a PSU student. These family members must be confirmed at the University Housing Office *before* moving in. University Housing will need documentation demonstrating their relationship to the student.

Furniture

If you are assigned a furnished single room there may be one or two sets of furniture in the room. **All furniture that is in the room when you move in must stay in the room.**

Pets

Fish in 10-gallon tanks or smaller are allowed in all University Housing buildings. Cats are allowed in certain rooms in the historic buildings (Blackstone, King Albert, Parkway, Saint Helen's and Stratford). Cat owners must register their pets with the University Housing Office with a \$50 non-refundable cleaning fee *before* they are on-campus.

Meal Plans

All First Year Experience contracts include a meal plan at Victor's Dining Hall in Ondine. Meal Plans can be changed for the upcoming term at the University Housing Office. Non-FYE residents can purchase a meal plan through Dining Services at www.pdx.edu/dining.

Subletting

It is illegal to sublet a University Housing room. You are never allowed to rent your room to another person.

Check-out

Whether you are transferring rooms or moving out of University Housing you **must** complete a room checkout and return your keys to the Montgomery Help Desk. You can schedule a Room Walk-thru or complete an Express Checkout. More information on both options is available from the Montgomery Help Desk. **If you check-out of University Housing without an approved contract cancellation you will be billed for the full length of your contract, through June 15th, 2013.**

