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).

Cancelling your Contract
Before you accept your assignment: You will be given a time outlined in your assignment email to accept or cancel your Contract. If you cancel in the time given, you will receive your $150 advance payment back. If you cancel after you accept, you will not receive your advance payment back and you may be charged a buyout fee (see below).

Before move in: If you cancel AFTER June 19, 2015, you will be responsible for a buyout fee. For more information about the buyout fees, please see the chart below.

After move in: Your contract is for the full academic year. Special circumstances may apply if you are cancelling due to: Graduation, Study Abroad/Academic Program, Compulsory Active Military Duty, or Withdrawal from PSU. You must notify us of your cancellation for these reasons by Week 8 of the prior term.

If you cancel your contract and move out in the first four weeks of a term, and will continue to take PSU classes, you will be charged the entirety of the Housing and Meal Plan charges for the contract. If you cancel your contract and move out after the first four weeks of a term, and will continue to take PSU classes, you will be charged the entirety of the Housing & Meal Plan charges for the current and following term.

There are no refunds of Housing charges for a term after the Move-In date for that term.

No Shows: If you choose not to enroll at PSU for the 15-16 academic year you must notify UHRL before the move-in date or you will be responsible for all of the term charges.

If you are cancelling your contract for any reason you must complete a Contract Cancellation Form to avoid Improper Cancellation charges. The forms are available in 210 Broadway.

Paying your Housing Charges
Housing charges are billed to your PSU account before each quarter and are subject to all University account policies, they are payable just like tuition and fees.

Housing Fines & Fees
1. Improper Check-Out: up to $100
2. Housing Policy Violation: up to $500
3. Lock Change: $80
4. Room Lock Out: $10
5. Room Transfer Fee $100
6. Contract Re-activation Fee: $50
7. Consolidation Fine $100
Buy-Out Fee:

Residents Enrolled at PSU:

<table>
<thead>
<tr>
<th>Cancellations</th>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>between June 20, 2015 – August 31, 2015</td>
<td>$11 a day for one (1) academic quarter</td>
<td>$847</td>
</tr>
<tr>
<td>between September 1, 2015 – September 18, 2015</td>
<td>$11 a day for two (2) academic quarters</td>
<td>$1,694</td>
</tr>
<tr>
<td>after September 18, 2015</td>
<td>Full Fall Quarter Housing Charges</td>
<td></td>
</tr>
</tbody>
</table>

Residents not enrolled or withdrawn from PSU:

<table>
<thead>
<tr>
<th>Cancellations</th>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>between June 20, 2015 – August 31, 2015</td>
<td>$5.50 a day for one (1) academic quarter</td>
<td>$423</td>
</tr>
<tr>
<td>between September 1, 2015 – September 18, 2015</td>
<td>$5.50 a day for two (2) academic quarters</td>
<td>$847</td>
</tr>
</tbody>
</table>

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 living community will override selecting a specific roommate.

Room Transfers
If you decide you want to change rooms, schedule a meeting with your Area Coordinator or Residence Director at the University Housing and Residence Life Office. Room Transfers are available starting the 2nd week of the term until the end of week 8. Room Transfers are not available in Spring or Summer. You must get permission from University Housing & Residence Life 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 minor 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 formal documentation demonstrating their relationship to the student. Additional Housing charges will apply for Domestic Partners/Spouses; reference the Family Rates.

Furniture
If you are assigned a furnished single room there may be one or two sets of furniture in the room. Furnished rooms include a bed, desk, dresser and chair. All furniture that is in the room when you move in must stay in the room.
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) as your old badge will be deactivated.

Pets
Fish in 10-gallon tanks or smaller are allowed in all University Housing buildings. One (1) cat is allowed in uncarpeted rooms over 300 square feet, in the historic buildings (Blackstone, King Albert, Parkway, St. Helens Court, and Stratford). Cat owners must register their pet with the University Housing Office before the pet is on-campus and will be charged a $50 non-refundable pet fee.

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.

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 first year residents can purchase a meal plan through PSU Dining Services at www.pdx.edu/dining.

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

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, with permission from the roommate.

Check-out
Whether you are transferring rooms or moving out of University Housing, you must complete a room checkout form and return your keys to the Montgomery Service Desk. If you are moving out in the middle of the academic year, you must also complete a Contract Cancellation form in the Housing and Residence Life Office.