Portland State UNIVERSITY

UNIVERSITY HOUSING & RESIDENCE LIFE

2027-2028 Room and Dining Contract Highlights

These Contract highlights are for your convenience only.
The complete Contract Terms & Conditions and Standards of Residence are available at pdx.edu/housing/policy-forms.

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

Length of Contract

The 2027-2028 Housing Contract is for the full **academic year** (Fall, Winter, and Spring terms) starting at 9:00 a.m. on September 23, 2027, or upon Occupancy, whichever occurs first, and continues through 12:00 p.m. on June 10, 2028. 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 for details.

- **By May 1, 2027**: If you cancel your contract by May 1, 2027, you will receive a refund of your $140 Prepayment.
- **After May 1, 2027**: If you cancel your contract after May 1, 2027, you will NOT receive a refund of your $140 Prepayment.
- **After June 15, 2027:** If you cancel your contract after June 15, 2027 and by August 31, 2027, you will pay a cancellation fee of $423 or $847.
- **After August 31, 2027**: If you cancel your contract after August 31, 2027 and by September 22, 2027, you will pay a cancellation fee of $847 or $1694. Residents with Summer Contracts will have different deadlines and fees.

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.
- No Shows: If you choose not to enroll at PSU for the 27-28 Academic Year, you must notify UHRL before the move-in date or you will be responsible for Housing and Meal Plan charges of 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 Request Forms are available via the Housing Portal (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 building or room type will override selecting a specific roommate.

Proposed

Room Transfers

Residents wanting to change units can complete a Room Swap or Transfer Request form via the Housing Portal. First transfer is free. After the first room transfer, a $100 room transfer fee applies. Room Transfer Requests are available between week 2 and week 8 of Fall and Winter term. Except in the case of health and safety concerns, Room Transfers are not available outside of these weeks or in the 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/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. All payments are managed through Student Financial Services.

Housing Fines & Fees

Contract Reactivation Fee: $50 🕯 Room Lock Out: $10 🕯 Lock Change: $150 🕯 Improper Cancellation/Check-Out: up to $100 🕯 Housing Policy Violation: up to $500 per violation and cost of repair 🕯 Maintenance/Damage Charges: See UHRL Rates Page.

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. UHRL may cancel a resident's Housing Contract if eligibility requirements are not met. Ineligible students may be required to move-out immediately.

Keys & Access Badges

Residents are required to obtain a PSU ID Card. 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 Broadway Service Desk immediately. If you lose your access badge, you must get a new badge at the OIT Help Desk. If locked out, the Broadway Service Desk may issue you a temporary key and/or fob. If the Broadway Service Desk is closed, a Resident Assistant can let you into your room.

Proposed

Furniture

Furnished units include a bed, dresser, desk, and chair. If you are assigned a single, there may be 1 or 2 sets of furniture in the unit. All furniture that is in the unit when you move-in must stay in the unit.

Meal Plans

All First Year Experience Contracts include a meal plan during the academic year. Meal Plans can be changed for the upcoming term via the Housing Portal prior to posted change deadlines (September 1, December 1, and March 1). Transfer & Returning students can purchase a meal plan with Dining Services at dineoncampus.com/PSU.

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. UHRL approval and written permission from the minor guest's parent or guardian are required.

Caregiver

If Resident needs a caregiver to care for themself, they need to work with the Disability Resource Center. If Resident needs a caregiver to care for their animal, Resident must submit the Caregiver Form (available for limited periods only). 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.

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 Broadway Service Desk or the Express Check-Out drop box outside Broadway 226. 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.

For more details regarding the Contract, UHRL policies, and living in the residence halls, you can refer to the Terms & Conditions, Standards of Residence, and other resources available at pdx.edu/housing.

Proposed