

Oregon State University - Cascades | Residential Education and Housing

Room and Dining Contract Summer Sessions 2022

Final version posted May 2021

Introduction: Please read this Contract carefully. It is a legally binding contract, and contains important information. You may not alter this Contract in any way without written agreement from the Director of Student Success. The Contract is for a space in the OSU-Cascades residential facility and not for a particular room or type of housing. By signing this Contract, you agree to accept your residence assignment, and understand this assignment may change. Once you receive card access to your assigned residence or move personal belongings into your room (whichever comes first) you are considered to have taken occupancy ("Occupancy") and will incur charges. You also agree to familiarize yourself and comply with all University policies governing occupancy, including those set forth in this Contract and in the Residential Education and Housing (REH) publication *Student Policy and Information Guide*, to be considerate of other residents and to respect the rights of others at all times. The *Student Policy and Information Guide* may be found at: <https://osucascades.edu/housing/rates-policies/contracts>, as well as in paper form when requested at the Residential Education and Housing Office.

1. Make sure you have all of your questions answered before you sign and submit the Contract form. Remember, ignorance of the law (and this Contract) is not a viable justification for failure to comply with all TERMS AND CONDITIONS of the Contract.
2. If you have any doubt about the meaning of any specific provisions of the Contract, or require an alternative format, please contact the REH Office at (541) 322-3177, or via email at housing@osucascades.edu.
3. REH uses email as the primary method of communication regarding housing contract matters. Once a student applies for housing, the default email address used for all correspondence will be the student's OSU Network ID (ONID), which is the official Oregon State email account. Students are responsible for frequently checking their Oregon State email account. REH is not responsible for email messages that are not received by the student.

Terms and Conditions

1. General Conditions:

- a. Resident eligibility is outlined below in Section 2. Eligibility is subject to the terms and conditions noted within this Contract as well as all current rules, regulations, procedures and responsibilities that apply to individual residents, including but not limited to those within the Oregon State University - Cascades ("OSU-Cascades") undergraduate and graduate catalogs, OSU Standards and Policies regarding Student Conduct, including the Code of Student Conduct, (available online at <http://studentlife.oregonstate.edu/studentconduct/>), Student Handbooks, and the REH *Student Policy and Information Guide*. In the event of any conflict among the foregoing, the terms and conditions of this Contract are controlling.
 - b. This Contract is personal to the Resident and is not transferable by the Resident. Notwithstanding the foregoing, if a parent or guardian has signed this Contract in addition to the Resident, the Contract will be binding on both parties.
 - c. **If you have ever been convicted of a felony or any crime involving drugs, alcohol or a weapon, or if you are required to register as a sex offender, you must disclose the conviction via e-mail to REH by emailing housing@osucascades.edu as part of the application process. Your failure to provide complete, accurate and truthful information will be grounds to revoke or deny your application. Your disclosure will not necessarily preclude your application from being accepted. OSU-Cascades will review the circumstances of the conviction and determine whether your application to live in University facilities will be accepted.**
 - d. **This Contract may be signed electronically by the Resident if they are 18 years of age or older without a parent/guardian co-signature. If a Resident is under 18 years of age, a parent/guardian co-signature is required.**
 - e. OSU-Cascades, in compliance with applicable state and federal laws and regulations, does not discriminate on the basis of age, color, disability, gender identity or expression, marital status, national origin, race, religion, sexual orientation, or veteran status in any of its policies, procedures, or practices.
 - f. **Applicants and Residents with qualifying disabilities have the right to request reasonable accommodations or modifications. Requests for accommodations can be made as part of the housing application process.**
 - g. By entering into this Contract, you agree that REH may use and/or release your OSU-Cascades ID photo, for housing and dining purposes, within REH or to any person determined by REH to have a legitimate need for that photo, including without limitation the verification of your identity in connection with REH services.
2. **Eligibility:** To be eligible for residence in on-campus housing, individuals must be admitted to and enrolled in Oregon State University – Cascades ("OSU-Cascades") and actively pursuing a degree, a University affiliated program, or dually admitted to and enrolled in Central Oregon Community College ("COCC") and OSU-Cascades. The Resident shall be deemed in breach of this Contract if they are no longer registered for classes at OSU-Cascades or at COCC if the Resident is dually-enrolled.
 3. **Term:** The term of this Contract is for Summer Sessions 2022, defined as the start of the first session the Resident is enrolled in summer classes, or upon Occupancy, whichever occurs first, through the end of summer session. The maximum duration of Summer Session is June 19, 2022 – September 3, 2022. Students who do have a signed contract with REH for 2021-2022 will be able to transition to their Summer 2022 assignment the week of June 13, 2022 and this Contract remains active through the official summer move in date of June 19, 2022. Students who do not have a signed contract with REH for 2022-2023 will not be able to stay past September 3, 2022. Students who do have a signed contract with REH for 2022-2023 will be able to transition to their 2022-2023 assignment the week of September 12, 2022 and this Contract remains active through the official fall move in date of September 17, 2022.
- #### 4. Assignment of Space:
- a. This Contract is for an assigned space in a residence hall and not for a specific room or bed. This Contract is not a lease agreement.
 - b. REH accommodates resident housing preferences when possible, but does not guarantee assignments based on preferences.
 - c. The Resident is required to pay the published or officially announced rate for the single, double, or triple space that is assigned. Specific rate information is available on our website https://osucascades.edu/uhs/rates-policies/room-dining-rates_

- d.** The University reserves the right to reassign Residents to another room or residence, or change the occupancy configuration of a room, at any time during the term of this Contract. Examples of circumstances requiring reassignments include, but are not limited to: consolidating space, conserving energy, protecting the welfare of residents, closing part or all of a building, utilizing an ADA designated space for an ADA room accommodation, or other maintenance, economic, behavioral or safety reasons.
- e.** Failure to receive an assignment notification by email does not cancel the Contract. Assignment to a residence hall is contingent upon the University's final acceptance of admission as a student and on the availability of space.
- f.** Assignments may be based on previous behavior or conduct issues.
- g.** Acceptance of this Contract by REH does not confirm admission to the University.
- h.** The University reserves the right to refuse any application to live in University residence halls.
- i.** Animals are not permitted in residence halls, except as authorized under the OSU Service & Assistance Animal Policy: <https://accessibility.oregonstate.edu/serviceanimalpolicy#serviceanimals>.
- 5. Occupancy:** Occupancy means that the Resident has received card access for a specified room and/or has moved personal belongings into the room (whichever occurs first). Occupancy is for the Term of the Contract, and ends 24 hours after the Resident completes finals, or at 5:00 PM on the last day of the term, whichever is earlier. Written authorization from the Assistant Director of Residential Education and Housing or designee is required for any other occupancy arrangement. Occupancy status does not require the actual physical presence of the Resident or their belongings. The Resident will be assessed charges for the entire Term of this Contract.
- 6. Cancellation of Contract by Resident prior to Occupancy: All Contract cancellations must be in writing, from the Resident, and delivered to Housing@osucascades.edu from the Resident's ONID account in order to be effective unless otherwise permitted as posted on the OSU-Cascades housing website.**
- a. Student is No Longer Enrolled or Cancelling Their Enrollment with OSU-Cascades**
- i.** E.g. students who are no longer enrolled at the OSU-Cascades campus are no longer eligible to live in housing. Reasons for cancellation may include but are not limited to: being called to active military duty, transferring to another institution of higher education, withdrawing from the University, graduating from the University.
 - ii.** Students in this category will not receive a cancellation fee as long as they provide relevant supporting documentation when cancelling their Contract.
- 7. Cancellation of Contract by Resident Post-Occupancy:** If a Resident would like to move out of the residence hall post-occupancy prior to the end of the occupancy period, they must cancel their Contract, which has associated fees. To cancel, the Resident must complete all the steps outlined on the REH website regarding [moving out before the end of the academic year](#). Please see section 17 below for details on what happens to the dining plan, if any, after a Resident cancels their Contract.
- a. Student is Continuing Enrollment at OSU-Cascades:** If a Resident moves out and plans to continue their enrollment at OSU-Cascades, they will be prorated the remaining days of the term of housing, as outlined in their Summer 2022 housing application, room charges based upon the day the Resident completes a check-out for the room. In addition, if a Resident leaves before the chosen Summer 2022 term, they will be assessed a cancellation fee of \$500.
- b. Student is Not Continuing Enrollment at OSU:** If a Resident moves out and can verify they do not plan to continue their enrollment at OSU-Cascades, they will be prorated the remaining days of the term of housing (until the Sunday of finals week) room charges based upon the day the Resident completes a check-out for the room.
- c. After the relevant cancellation deadline, upon Resident petition via Petition for Financial Appeal accessible on the REH website,** OSU-Cascades may release the Resident from this Contract under limited circumstances upon receipt of a written letter requesting such extraordinary action accompanied by appropriate documentation. Contract releases under this section will not be subject to the Cancellation Fee but Residents will be responsible for pro-rated room and board charges that were incurred from the time they took Occupancy until the cancellation and may or may not include dining plan charges based on student situation. Contract releases are extraordinary, are not automatic, and may be granted, with appropriate supporting documentation, only under one of the following circumstances:
- i.** The Resident is admitted but fails to register for class or cancels registration.
 - ii.** The Resident withdraws from the University or is dismissed from the University for academic reasons during this Contract Term, unless withdrawal is the result of a disciplinary violation.
 - iii.** The Resident completes their academic program and graduates from OSU-Cascades.
 - iv.** The Resident is enrolled in special academic or dual-enrollment programs (such as off-campus research, approved internships, study abroad or other exchange programs) that require them to leave campus and has provided REH with written verification of the same from their academic department.
 - v.** If, after signing the Contract, the Resident suffers significant and unforeseeable financial hardships outside the Resident's reasonable control.
 - vi.** The Resident has an unforeseen issue they believe merits the need to live off campus. The Resident must provide appropriate documentation to OSU-Cascades Office of Student Success by a qualified professional specifically outlining their need to live off campus. For medical situations, staff in the Office of Student Success will work with the Resident and REH staff to determine if there is a need for the Resident to work with Disability Access Services for an accommodation on campus. Otherwise, the Office of Student Success will determine if the information supports the Resident's need to live off campus.
 - vii.** The Resident provides proof of marriage, domestic partnership, or parenting.
 - viii.** The Resident transfers to the OSU Corvallis Campus, OSU Distance Degree Program, or is solely taking OSU e-Campus courses, and the Resident moves more than 50 miles from the OSU-Cascades Campus.
- 8. Contract Termination (by University):**
- a.** REH reserves the right to terminate this Contract for any of the following reasons:
- i.** The Resident has not taken Occupancy of the assigned space by noon on the first day of classes, unless the REH Office has received written notification prior to the start of the term from the student that they will be arriving late. Reassignment

of late-arriving students (who do not provide written notice) will be made upon their arrival at the University, as space is available.

- ii. The Resident does not meet Eligibility requirements.
 - iii. The Resident commits serious or repeated student conduct violations or if it is determined that the Resident poses a direct threat to their self, other residents or guests, or to residence hall, or dining center facilities. In this circumstance, the Resident may be asked to vacate the premises immediately pending a hearing.
 - iv. The Resident is suspended or expelled from the University for disciplinary reasons.
 - v. The Resident owes in excess of \$2200 to the University prior to fee assessment at the start of any term within the same academic year.
 - vi. The Resident is in breach of the terms and conditions of this Contract.
 - vii. Health and safety conditions exist based on the prevalence of COVID-19, as determined by the Centers for Disease Control, Oregon Health Authority, Deschutes County Health Department or the University, that do not recommend congregate living environments.
- b. Except for termination under Section 8 (a)(vii), when a Contract is terminated by REH, the Resident may be charged the Cancellation Fee as described in Section 6 and 7 above from the time of Contract termination, unless the Resident successfully petitions for Contract release as described in Section 7(c) in which case the Resident may be released from the Contract without incurring a Cancellation Fee and may or may not incur dining plan charges. The Resident may have to file a Petition of Financial appeal (detailed in section 10 below) to have any charges incurred from cancelling their Contract reversed by providing appropriate documentation for their situation.

9. REH Charges and Payments:

- a. All rates are subject to the OSU Board of Trustees approval. The Board of Trustees reserves the right to change residence hall room rates, and dining plan rates during the Contract Term. Rates may be found on the REH website: <https://osucascades.edu/housing/rates-policies/room-dining-rates>.
- b. Rates are based upon room type and are available on the REH website. The Resident agrees to pay Oregon State University - Cascades for housing charges as indicated on the current rate sheet, including reasonable costs of collecting a delinquent account, and pay interest charges to any University account after the published due dates, at the rate of 12% per year.
- c. Housing and dining rates will not be prorated if Occupancy is taken on any day during the first week of a term or if the Resident vacates on any day during the last week of a term.
- d. Charges for each term are billed at the beginning of the term on a Resident's University account. Contact the Student Accounts Office at (541) 737-3775 for more information on making payments to your account.
- e. *All students are charged a non-refundable \$50 contract fee annually when they submit a housing application. This fee covers the cost of processing the application and assignment of space.*
- f. Charges for policy violations, damages, improper checkouts, and contractual noncompliance will be assessed as detailed on the *REH Common Residence Hall Charges* schedule found on the REH website <https://osucascades.edu/housing/rates-policies/room-dining-rates>. Since it is impractical and extremely difficult to ascertain the amount of actual damages, this schedule represents a reasonable endeavor by the University to estimate fair average compensation for any loss that may be sustained. Resident understands and agrees to this charge schedule.

10. Dispute of Charges and Cancellation Fees: Any dispute over housing or dining charges or Termination or Cancellation Fees assessed to a Resident's University account pursuant to this Contract must be made in writing by the Resident. Appeal petition forms are available and should be completed on the REH housing website.

- a. Appeals can only be made after a charge has been assessed to the Resident's University Account, but must be submitted within 45 days of the date of the invoice for the charges.
- b. Appeals will be subject to a decision rendered by an OSU-Cascades Financial Appeals Committee.
- c. Should the Resident disagree with the decision of the Appeals Committee, they may request in writing a review by the Director of Enrollment Services and Student Success or their designee within 30 days of the original decision. The Director's, or designee's, decision is final.

11. Room Changes: Room changes are permitted only by written permission and approval of REH staff.

- a. Room changes are free for the first move and \$75.00 for *each additional move thereafter, per academic year*.
- b. Residents with approved room changes must vacate the old room and move into the new room within *48 hours* of receiving key card access to the new room, or they may be charged for an improper checkout and an increased rate for the room to cover liquidated damages.
- c. Residents holding two spaces (occupying the old room while not completing the move to the new room) past 48 hours may be subject to the charges associated for both spaces.
- d. Unauthorized room changes will result in an improper checkout fee and Residents may be required to move back to the original assignments. Residents who make unauthorized room changes will also be charged the room rate for both rooms until either the room change has been approved and the Resident has completed vacating the originally assigned room, or, the Resident has moved back to the originally assigned room.
- e. REH reserves the right to restrict room changes at any time.

12. Room Vacancies: If a vacancy occurs in a double or triple occupancy room or apartment, the remaining resident(s) must keep the room clean and ready for another resident to move into the room or apartment at any time. Definition of a clean and ready room may be found at: <https://osucascades.edu/uhsd/rates-policies/moving-out>

- a. If a space is available in a room, REH may assign a roommate at any time without prior notification to the remaining resident(s).
- b. The room must have at least one set of all the furnishings and space available for a new resident to move in at any time.
- c. When a Resident leaves for Break Periods, rooms with vacancies *must* be ready for a roommate.
- d. Any room determined to not be ready for a roommate at any time will be deemed a breach of this Contract and the Resident hereby agrees to pay a fee for a higher room rate to compensate the University for its inability to rent the room to another

Resident. The Resident also agrees to immediately return the room to a state that is ready for a roommate. If the room is returned to a state that is deemed ready by REH, the charges will be returned to the original rate from that date forward. Refusal to accept a roommate or failure to accept reassignment to another room will be interpreted as a failure to comply with the terms and conditions of this Contract and the Resident hereby agrees to pay the University reasonable compensation as described above retroactive to when the previous resident roommate vacated the room. Additionally, failure to maintain a room in a state ready to receive a roommate, failure to accept a roommate or failure to accept reassignment to another room may result in conduct action.

- e. Residents agree not to create or maintain an unwelcoming, hostile, or intimidating environment with the intent to drive out a roommate. Violating this agreement will be considered, along with other breaches of this Contract, a disciplinary issue resulting in possible Student Conduct sanctions as well as financial responsibility for Termination and Cancellation Fees.
- f. Depending on occupancy needs, REH may offer the opportunity for a Resident or Residents to buy out any remaining spaces in their room. This will only be offered during academic terms and must be agreed to by all residents remaining within the space to become effective.

13. Moving Out:

- a. Each Resident must remove all personal belongings from their room when the Occupancy period ends or this Contract is terminated. The room must be cleaned and notice made to REH staff for move out to be complete. Remaining personal items will be considered abandoned and will be sent to OSU Surplus for public auction or disposal. Residents will be charged for housing and dining until they have completed the entire move out process. More information about this process is available on our website: <https://osucascades.edu/uahds/rates-policies/moving-out>
- b. During move out, Residents may be present for an initial staff inspection of the final room condition; however, the initial inspection is informational in nature and is not the final determination of room condition. All rooms are inspected after the Resident vacates the room and this inspection may result in damage charges, regardless of whether the Resident is present at the time of inspection.
- c. The Resident agrees to pay for the cost of extra custodial service to remove personal belongings or to clean the room after the Resident has vacated. The Resident agrees that the University may determine these charges in its sole discretion and the University will calculate the charges to reasonably compensate for any damages based on its Common Residence Hall Charges Sheet, located at <https://osucascades.edu/housing/rates-policies/room-dining-rates>.
- d. Failure to vacate by the time and date required may result in charges calculated to reasonably compensate the University for damage incurred by the delay, in addition to prorated Room and Dining charges, unless the Resident withdraws from OSU-Cascades after the times and dates listed in Section 3. The Resident agrees to pay these term charges, available on the REH website: <https://osucascades.edu/housing/rates-policies/room-dining-rates>.
- e. If a Resident withdraws from OSU-Cascades and moves their belongings out, but has not completed the move out process, REH reserves the right to reassign the room to another resident. A failure to complete the move out process may result in University-determined charges to reasonably compensate the University for damages as set forth in the Common Residence Hall Charges Schedule, located at <https://osucascades.edu/housing/rates-policies/room-dining-rates>.

- 14. Dining Policy:** All Summer Term residents will have a \$50 per week dining plan charged based on their Summer Term Contract duration. Any dining plan funds remaining at the end of a student's Summer Term Contract will be "rolled over" into a plan that provides a 10% discount. These "roll over" funds must be used by June 15, 2023 at 5 PM. Any remaining "roll over" dining plan funds after this date will be forfeited and not refunded. Residents may choose to add money to their "Orange Rewards" (administered by the ID Center) at any time.

- 15. Injury or Property Loss:** The University is not responsible for loss or damage to personal property or for any injury to Resident or a guest of the Resident in the REH facility due to fire, theft, water, interruption of water, heat, utility problems, or other causes, unless it was solely a result of the University's negligence. Residents are strongly encouraged to carry personal property or renter's insurance. Residents are also strongly encouraged to remove all valuable items from the room during break periods. Any claims regarding property loss or injury will be referred to the University Office of Risk Management.

- 16. Force Majeure:** The University's failure to perform any term or condition of this Contract as a result of force majeure conditions beyond its control such as, but not limited to, war, strikes, fires, flood, governmental restrictions, power failures, acts of nature, epidemics, or damage or destruction, shall not be deemed a breach of this Contract.

17. Responsibility of Resident for the Facilities:

a. Care and maintenance of facilities:

- i. Each Resident is provided with electronic access through the Resident's OSU-Cascades student ID card and will be held responsible for loss of these devices.
- ii. Residents agree to update and accept their Room Condition within 72 hours of taking Occupancy. Any damages not declared on the Room Condition will be the responsibility of the Resident and may result in a charge upon move out.
- iii. Each Resident is financially responsible for all facilities, fixtures, and items provided for their use.
- iv. Any damage associated with a Resident's service or assistance animal may be charged to the Resident.
- v. Residents may be charged for cleaning of the room and for any change in the general condition of University property that is not the result of normal wear and tear.
- vi. Condition of the University property will be determined upon final inspection of the room by University staff.

b. Charges for loss or damage:

- i. Charges for loss or damage caused by a Resident will be assessed by REH on the Resident's University account and must be paid promptly. Resident agrees in advance to the charges listed in the REH Common Residence Hall Charges Sheet, located at <https://osucascades.edu/housing/rates-policies/room-dining-rates>. Resident further agrees to pay the other charges listed in this section, which the University will calculate to reasonably compensate it for its loss.
- ii. Charges for the loss of equipment and damages or defacement of any area in common use (such as lounges, recreation rooms, corridors, common bathrooms, etc.) will be assessed against the Resident(s) unit.
- iii. Damages in common areas may be divided and charged on a pro-rated basis to each Resident in the living community.

- iv. Charges for damage, insufficient cleaning, and improper checkout during the Contract period will be billed to the Resident's University account.
 - c. **Painting, repair, and remodeling restricted:**
 - i. Residents are encouraged to personalize their rooms but are not permitted to paint, repair, or remodel their room or public areas in residence halls without prior written permission from REH.
 - ii. Furniture and mattresses are not to be moved from one room to another. A service charge will be assessed, and possible disciplinary action may be taken if furniture is moved from other Resident rooms or public areas into a Resident's room.
18. **Safety and Security:** The Resident agrees to take primary responsibility for their own health, safety and security, and to support the health, safety and security of fellow residents, the buildings, and dining areas. REH will work cooperatively with Residents to promote a safe and secure environment, although absolute safety cannot be guaranteed. The Resident agrees to read and abide by security policies and precautions stated in the REH publication *Student Policy and Information Guide*, and other applicable OSU health, safety and security standards and policies. REH may require residents to periodically test for COVID-19 if prevalence deems it appropriate.
19. **Room Entry:** Resident agrees that REH may enter, and REH reserves the right to enter, rooms with or without notice for reasons including, but not limited to:
- a. Provision of maintenance and custodial services.
 - b. Preparation of space for a new resident.
 - c. Inspection of room conditions upon a Resident moving out or otherwise vacating a room, for health and safety reasons during break periods, or for sanitation, security, or safety reasons.
 - d. Elimination of nuisances.
 - e. When reasonable cause exists to indicate a violation of established conduct or health and safety standards.
 - f. To prevent abuse or destruction of University property.
20. **Community Standards and Prohibited Items:** The Resident agrees to abide by all University, OSU-Cascades, and REH policies and community standards, as stated in the REH *Student Policy and Information Guide*: <https://osucascades.edu/housing/rates-policies/policy-guide> and in the *OSU Code of Student Conduct*: <http://studentlife.oregonstate.edu/studentconduct/>. Policies addressed include, but are not limited to: prohibited items, alcohol, drugs, smoking, and noise.
21. **Exceptions to Contract Terms and Conditions:** Only the Director of Student Success or their designee are authorized to modify the TERMS AND CONDITIONS of this Contract and any modifications must be done in writing to be valid. Resident Assistants (RAs) and other student Residential Education staff are not authorized to modify these TERMS AND CONDITIONS.
22. **Applicable Law:** This Contract is governed by and shall be construed in accordance with the laws of the State of Oregon, without regard to any other jurisdiction's conflict of law rules or doctrines. Any claim, action, or suit between OSU-Cascades and Resident that arises out of or relates to this Contract must be brought and conducted solely and exclusively within the Circuit Court for Deschutes County, for the State of Oregon.
23. **Severability:** The invalidity, illegality or enforceability of any provision of this Contract shall not affect the validity, legality or enforceability of any other provision of this Contract, which shall remain in full force and effect and shall be liberally construed in order to effectuate the purpose and intent of this Contract.
24. **Effect of Signature:** By entering this Contract, the Resident certifies that they have read all the terms and conditions of the OSU-Cascades Summer 2022 Room and Dining Contract and agree to the terms stated therein.

**RESIDENT COPY
DO NOT SIGN THIS COPY**

KEEP FOR YOUR RECORDS