

Oregon State University - Cascades | Residential Education and Housing Room and Dining

Contract 2024-2025

Final version posted March 1, 2024

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 Oregon State University-Cascades (OSU-Cascades) Residential Education and Housing (REH) 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 a key 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 REH publication *Student Policy 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 your questions answered before you sign and submit the Contract. 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 (541) 332-3177, or via email at housing@osucascades.edu
3. REHREH 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 OSU-Cascades undergraduate and graduate catalogs and OSU Standards and Policies applicable to students, 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 ("student") 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 will review the circumstances of the conviction and determine whether your application to live in REH 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. All residential contracts include a Room and Dining Plan package. **There is no room-only option.** A Resident who does not indicate a room and/or dining plan type when completing the online application will be assigned based on space availability and will be defaulted into Dining Plan #2.
- f. 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.
- g. **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 by completing a Disability Accommodation Request (DAR) via the Housing Portal at <https://osucascades.edu/housing/myhousing> and applying for services with Disability Access Services (DAS).**
- h. By entering into this Contract, you agree that REH may use and/or release your OSU 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 at OSU-Cascades and actively pursuing a degree, a University-affiliated program, or dually admitted to and enrolled in a community college that is part of the Dual Degree Partnership Program (DPP) with OSU-Cascades.

- a. The Resident shall be deemed in breach of this Contract if they are no longer registered for classes at OSU-Cascades or at a DPP institution if the Resident is dually enrolled. Any exceptions to this requirement must be approved in writing by the Director of Student Success or their designee.
- b. OSU-Cascades has a Live-on Requirement for all new freshmen as part of the First Year Experience with details that can be located here: <https://osucascades.edu/first-year-experience/campus-living/first-year-experience-live-policy>.
- c. **REH reserves the right to deny housing to any student who has been sanctioned under the Code of Student Conduct depending upon the severity of the conduct and circumstances, violated the terms of this contract, or as a delinquent account for housing-related charges.**

3. Term:

The term of this Contract begins upon signature and lasts through 5 p.m. on June 13, 2025 (hereafter, the "Contract Term").

- a. The term of Occupancy under this Contract is for the entire 2024-2025 academic year, defined as beginning at 8 a.m. on

September 22, 2024 (January 5, 2025 for Winter Term; March 30, 2025 for Spring Term), or upon Occupancy, whichever occurs first, through 5 p.m. on June 13, 2025.

- b. Students needing to arrive prior to their authorized Occupancy start date (September 22, 2024 for Fall Term; January 5, 2025 for Winter Term; March 30, 2025 for Spring Term) due to participation in an approved OSU program must be pre-approved by designated REH Operations staff and pay applicable early arrival fees available on REH' website: <https://osucascades.edu/housing/rates-policies/room-dining-rates>.
- c. Students needing to depart after the end of the authorized term of Occupancy (June 13, 2025 at 5:00 PM) must be pre-approved by designated REH Operations staff and pay applicable late stay fees available on REH' website: <https://osucascades.edu/housing/rates-policies/room-dining-rates> and will not be allowed to remain past Noon on Saturday June 15, 2024 for any reason.
- d. Fee billing periods:
 - i. Fall Term: September 22, 2024 through December 13, 2024. December 14, 2024, through January 4, 2025, is included in the Academic Year contract; residents are only charged for Winter Break occupancy beyond Fall Term period for cancelled agreements.
 - ii. Winter Term: January 5, 2025, through March 21, 2025. March 22, 2025 through March 29, 2025 in the Academic Year contract; is included residents are only charged for Spring Break occupancy beyond Winter Term period for cancelled agreements.
 - iii. Spring Term: March 30, 2025 through June 13, 2025

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, triple, or apartment space that is assigned. Specific rate information is available on the REH website: <https://osucascades.edu/housing/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 Contract Term.* 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 residence hall, 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 the individual's admission as a student and on the availability of space.
- f. Assignments may be based on previous behavior or conduct issues.
- g. *Subject to availability, late applicants may be assigned a temporary room space until a permanent room is available. Residents assigned a temporary room will be charged \$25.00 per day. Furnishings may vary for facilities that are used for temporary housing. When assigned to a permanent room, residents agree to complete the room change within the timeframe provided; REH will provide at least 48 hours of required move date.*
- h. Acceptance of this Contract by REH does not confirm admission to the University.
- i. The University reserves the right to refuse any application to live in University residence halls.
- j. 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 access for a specified room or has moved personal belongings into their assigned room (whichever occurs first). Occupancy is for the Contract Term, and ends 24 hours after the Resident completes finals, or at 5 p.m. on the last day of Spring Term, whichever is earlier. Written authorization from the Associate Director for Housing Operations 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 Contract Term.

- 6. **Cancellation of Contract by Resident prior to Occupancy:** All contract cancellations must be submitted through the Housing Portal or 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 REH website.

- a. **Fall Term Only: Residents who are contracted for REH housing for 2024-2025 have until May 31, 11:59 p.m., 2024 to cancel their Contract without incurring a Cancellation Fee. Failure to cancel the Contract in the form required by the cancellation deadline will result in the following Cancellation Fees, which will be applied to the Resident's University Account.** Since it is impractical and extremely difficult to ascertain the amount of actual damages, the Cancellation Fee represents a reasonable endeavor by the University to estimate fair average compensation for its harm from Resident cancellations. Resident understands and agrees to this Cancellation Fee. **The Cancellation Fees are as follows for Residents who cancel prior to taking Occupancy:**
 - i. **June 1 – 30, 2024: \$500**
 - ii. **July 1 - 31, 2024: \$750**
 - iii. **August 1 - 31, 2024: \$1000**
 - iv. **September 1 – December 15, 2024: \$1500**
- b. **Student is No Longer Enrolled or Cancelling Their Enrollment with OSU-Cascades**
 - i. E.g. students who are no longer enrolled or are planning to cancel their enrollment at the OSU-Cascades campus. 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 be assessed a Cancellation Fee as long as they provide relevant supporting documentation when cancelling their Contract through their cancellation request.

c. Student is Enrolling and Bound to First Year Experience Live-on Requirement

- i. As further defined by the [First Year Experience Live-on Requirement Policy](#), these students are generally first-year students who enroll at OSU-Cascades within one year of high school graduation regardless of class standing.
- ii. Students who choose to seek an exemption to the live-on requirement prior to Occupancy must follow the request process outlined by REH. Deadlines to apply for an exemption will be posted on the [First Year Experience Live-on Requirement Policy website](#) by the timeline noted therein. Failure to apply for an exemption by the posted deadline may result in fees to the student's account. If a student receives an approved exemption prior to occupancy, they will not be charged a Cancellation Fee. Students who receive an approved exemption after Occupancy, including students moving to an AHP, are subject to the Cancellation Fee that is noted in Section 7.
- iii. Any student who is bound to the First Year Experience Live-on Requirement and cancels their contract for a non-approved exemption reason may be found not in compliance with this University policy. As such a student may be subject to conduct action for not complying with a University policy and subject to the Cancellation Fee that is noted in Section 7.

d. Student is Enrolling and Not Bound to First Year Experience Live-on Requirement

- i. Students who have graduated from high school over one year (12 months) prior to enrolling at OSU-Cascades are not bound to the OSU-Cascades First Year Experience Live-on Requirement. This includes: students returning to REH for another academic year, incoming transfer students, and graduate students.
- ii. Reason for cancellation may include, but is not limited to, moving off campus to an apartment or house. Assuming a student continues to be enrolled at OSU-Cascades, see Section 6(a) above for Cancellation Fee. Unused dining dollars may continue to be used and if not exhausted by June 14, 2025, they become "rollover" dollars. See Section 17(b) for more information.

e. New Winter Term Applicants (subject to approval of a live-on exemption when applicable – see Section 6 (c) (iii): Students who apply to live on campus beginning Winter Term will have until December 15, 2024 to cancel their Contract without a Cancellation Fee. After this date, they will be charged a \$1000 Cancellation Fee to cancel their contract pre-Occupancy.

f. New Spring Term Applicants (subject to approval of a live-on exemption when applicable – see Section 6 (c) (iii): Students who apply to live on campus beginning Spring Term will have until March 16, 2025 to cancel their Contract without a Cancellation Fee. After this date, they will be charged a \$500 Cancellation Fee to cancel their contract pre-Occupancy.

7. Cancellation of Contract by Resident Post-Occupancy: If a Resident would like to move out of the residence halls post-Occupancy prior to the end of the Contract Term, 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 after a Resident cancels their contract.

a. Resident is Continuing Enrollment at OSU-Cascades: If a Resident moves out and plans to continue their enrollment at OSU-Cascades, they will be refunded the remaining days of the current academic term (there are 76 billable days per term) of housing (until the Sunday of week 10) room charges based upon the date the keys for the room are returned to the service center. In addition, if a student moves out before the academic year ends, they will be assessed a Cancellation Fee as follows (based on completion of the cancellation and move out processes, whichever is later):

i. Cancellation Fees

1. **Fall Term: \$1500 – for any cancellation before December 1, 2024**

2. **Winter Term: \$1000 – for any cancellation before March 9, 2025**

3. **Spring Term: \$500 – for any cancellation before June 1, 2025**

4. Failure to vacate by the time and date required as outlined in Section 16(e) may result in charges calculated to reasonably compensate the University for damage incurred by the delay, including daily room and dining charges for move out or cancellation after posted billing period (3d).

- a. Residents completing the cancellation process between fee billing periods will be charged a daily rate for pre-approve late stay occupancy based on their room type.
- b. Residents completing the cancellation process after the beginning of the winter fee billing period, who started occupancy during the Fall Term, will be assessed winter occupancy by daily room rate starting December 30, 2024.
- c. Residents completing the cancellation process after the beginning of the spring fee billing period, who started occupancy during the Winter Term, will be assessed spring occupancy by daily room rate starting March 23, 2025.

ii. 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 the specific student situation. Contract releases are extraordinary, are not automatic, and may be granted, with appropriate supporting documentation, only under one of the following circumstances:

1. 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 they have provided REH with written verification of the same from their academic department.
2. If, after signing the Contract, the Resident suffers significant and unforeseeable financial hardships outside the Resident's reasonable control.
3. The Resident has an unforeseen issue they believe merits the need to live off campus. The Resident must provide appropriate documentation to REH by a qualified professional specifically outlining their need to live off campus. For medical situations, REH staff will work with the student to determine if there is a need for the Resident to work with Disability Access Services for an accommodation on campus. Otherwise, REH will determine if the information supports the Resident's need to live off campus.
4. The Resident provides proof of marriage, domestic partnership, or parenting.
5. 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.

- b. Resident is Not Continuing Enrollment at OSU-Cascades:** If a Resident moves out and can verify they do not plan to continue their enrollment at OSU, they will be refunded the remaining days of the term of housing (until the Sunday of week 10) room charges based upon the day the keys for the room are returned to the service center. No other Cancellation Fees will apply. Contract releases are extraordinary, are not automatic, and may be granted, with appropriate supporting documentation, only under one of the following circumstances:
- The Resident is admitted but fails to register for class or cancels registration.
 - 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.
 - The Resident completes their academic program and graduates from OSU.
- 8. Exemption from Live-on Requirement Process:** OSU-Cascades has a Live-on Requirement for all new first year students as part of the First Year Experience with details that can be located here: <https://osucascades.edu/first-year-experience/campus-living/first-year-experience-live-policy>. The University understands that in some instances some students may need to petition for a qualifying exemption. Exemptions to the Live-on Requirement will only be considered after a student completes the **request for an exemption through the "First Year Experience (FYE) live-on exemption application"**. **Exemptions to the live-on requirement are still subject to applicable Cancellation Fees as noted in section 7 above if sought Post-Occupancy.**
- 9. Contract Termination (by University):**
- REH reserves the right to terminate this Contract for any of the following reasons:
 - 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 Resident that they will be arriving late. Reassignment of late-arriving Residents (who do not provide written notice) will be made upon their arrival at the University, as space is available.
 - The Resident does not meet Eligibility requirements.
 - The Resident commits serious or repeated student conduct violations or if it is determined that the Resident poses a direct threat to self, other residents or guests, or to residence hall or dining center facilities. In this circumstance, a Resident may be asked to vacate the premises immediately pending a hearing.
 - The Resident is suspended or expelled from the University for disciplinary reasons.
 - The Resident owes in excess of the University determined threshold that prevents course registration within the same academic year.
 - The Resident is in breach of any of the terms and conditions of this Contract.
 - Health and safety conditions exist based on the prevalence of a communicable disease that endangers those living in congregate living environments, as determined by the Centers for Disease Control, Oregon Health Authority, Benton County Health Department or the University.
 - Except for terminations under Section 9 (a)(vii), when a Contract is terminated by REH, the Resident may be charged the Cancellation Fee as described in Sections 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 the ability to file a Petition of Financial Appeal (detailed in section 12 below) to request that any charges incurred from cancelling their Contract be reversed by providing appropriate documentation for their situation.
- 10. REH Charges and Payments:**
- All rates are subject to the OSU Board of Trustees approval. If your application and contract are submitted prior to the OSU Board of Trustees' annual approval, residence hall room rates, Dining Plan rates, and fees are subject to change. Rates may be found on the REH website: <https://osucascades.edu/housing/rates-policies/room-dining-rates>.
 - Rates are based upon a combination of housing type, room type, and Dining Plan and are available on the REH website: <https://osucascades.edu/housing/rates-policies/room-dining-rates>. The Resident agrees to pay OSU- 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.
 - 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 two weeks of a term.
 - Charges for each term are billed on a Resident's University Account. Contact the Student Accounts Office at (541) 737-3775 for more information on making payments to your account.
 - All Residents are charged a non-refundable \$50 contract fee annually when they sign a housing contract. This fee covers the cost of processing the contract and assignment of space.
 - 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.
 - Returning REH Residents who are OSU-Cascades students who contract for the 2024-2025 academic year after having completed a 2023-2024 Contract with REH are eligible for a \$900 discount on their 2024-2025 academic year room rate. Students who transfer from other institutions, new students, or other OSU students who have never lived with REH are not eligible for the returning resident discount. The returning resident discount will be applied to the Resident's account once per academic term in the amount of \$300 at the end of the second week of classes. If the Resident moves out of the halls midterm/year and breaks their Contract this discount is forfeited and not prorated, and the current term's allotment of the \$300 rebate will be removed.
- 11. Residence Hall Activity Fee:** All Residents residing in the University-owned residence hall are eligible to attend activities and programs. An annual fee detailed on the *REH Common Residence Hall Charges* schedule found on the REH website:

<https://osucascades.edu/housing/rates-policies/room-dining-rates> is charged to finance activities and programs for residence hall Residents.

12. **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 myHousing portal.
 - 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 Student Success or their designee within 30 days of the original decision. The Director's, or designee's, decision is final.
13. **Break Periods:**
 - a. Only Residents who plan to maintain their contracts through the next academic term are eligible to stay in the halls over Break Periods.
 - b. Break Periods are defined as Winter Break, beginning at 5 p.m. on December 13, 2024 through 9 a.m. on January 5, 2025, and Spring Break, beginning at 5 p.m. on March 21, 2025 through 9 a.m. on March 30, 2025. Additionally, it will be considered a Break Period when Residents are allowed to move-in several days before Fall Term begins until the first day of classes on September 25, 2024.
 - c. All residence halls will be open during Winter and Spring Break Periods at no additional charge. Residents must sign up for break housing in order to remain on campus for those dates by the Wednesday of finals week prior to the Break Period.
 - d. All Residents may leave their belongings in their rooms during Break Periods, as long as their Contract has not been terminated.
 - e. All Residents remaining in residence over the break must be in good conduct standing with the University.
 - f. During Break Periods, there may be utility or service disruptions to address necessary maintenance, including but not limited to, planned and unplanned furniture refurbishing and renovation projects.
14. **Room Changes:** Room changes are permitted only by written approval of a REH Operations staff member.
 - 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 access to the new room, or they may be charged for an improper checkout, to change the lock for the room, and an increased rate of \$25 per day 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 Resident may be required to move back to the original assignment. 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.
15. **Room Vacancies:** If a vacancy occurs in a double, triple, or apartment, the remaining Resident(s) must keep the room clean and ready for another resident to move into the room at any time. Definition of a clean and ready room may be found at: <https://osucascades.edu/uhrs/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 Residents.
 - 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, refusal to accept a roommate, or failure to accept reassignment to another room will be interpreted as a failure to comply and deemed a breach of this Contract and the Resident hereby agrees to pay a fee for a higher room rate (a double room billed at the rate of a single or a triple room billed as a double) to compensate the University for its inability to rent the room to another Resident, retroactive to when the previous Resident roommate vacated the room. 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. 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.
 - g. If a Resident in a single room requests to add a resident and pay the double room rate, the Resident can seek authorization from REH and request a roommate through the room change process.
16. **Moving Out:**
 - a. 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/uhrs/rates-policies/moving-out>
 - b. 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 prior to move out being complete. Remaining personal items will be considered abandoned and will be sent to OSU Surplus for public auction or disposal. The completion of the entire move out process

ends with the Resident turning in any physical room/suite key(s) to the Residence Hall front desk (if applicable) and submitting a check-out form: https://oregonstate.qualtrics.com/jfe/form/SV_5swrwhCun0GQHVC

- c. 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.
- d. The Resident agrees to pay for keys not returned and to cover 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>.
- e. Residents who do not intend to live on campus for Winter Term must vacate by 5 p.m. on December 13, 2024 and Residents who do not intend to live on campus for Spring Term must vacate by 5 p.m. on March 21, 2025.
- f. Failure to vacate by the time and date required (typically 72 hours after given notice by REH unless approval has been granted for an extension by the Associate Director of Housing Operations) may result in charges calculated to reasonably compensate the University for damage incurred by the delay, which includes the Cancellation Fee for the term that just ended (see Section 7 (a) and possibly prorated room and dining charges, unless the Resident withdraws from OSU-Cascades after the times and dates listed in Section 16(e). The Resident agrees to pay these term charges, available on the REH website: <http://REH.link/rates>.
- g. 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 re-key the room at the Resident's expense and reassign the room to another resident. Failure to complete the move out process may result in the University determining additional 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>.

17. Dining Plan Policy:

- a. Availability of funds
 - i. Per-term Dining Dollar amounts are billed to Resident's OSU student account each term.
 - ii. At-register discounts are applied when using Dining Dollars.
 - iii. As long as the Resident has an active Contract in place, Dining Plan balances roll over from term to term (Fall Term to Winter Term, Winter Term to Spring Term)
- b. REH Changing Dining Plans
 - i. Residents may change to a higher value Dining Plan starting the first Monday through the last Thursday of each academic term.
 - ii. Resident may change to a lower value Dining Plan the first Monday of each term through Friday at 5 p.m. of week three of each academic term.
 - iii. Dining Plan changes may take as long as 72 hours to be reflected on the Resident's University account.
- c. Rollover:
 - i. Dining plans are encouraged to be spent by the end of the academic year (5 p.m. on Friday, June 14, 2025), however if a student has a positive remaining balance after this date, the funds from the 2024-2025 academic year will be "rolled over" into a plan that provides the residence hall discount at the register for students who have an active REH contract to live on campus for the 2025-2026 academic year, and a 10% discount at the register for students who don't sign a contract to live on campus for the 2025-2026 academic year.
 - ii. REH Rollover funds from the 2024-2025 academic year must be used by Friday, June 12, 2026 at 5 p.m. Any remaining rollover dining plan funds after this date will be forfeited and will not be refunded.
 - iii. Students who move out of REH facilities during an academic term and remain enrolled at OSU will have any remaining dining dollars converted into a rollover plan.
 - iv. If the student withdraws, transfers, or ends their relationship with OSU prior to June 12, 2026 the rollover dining funds from the 2024-2025 academic year are forfeited and will not be refunded.
- d. Non-Transferrable:
 - i. Dining dollars do not transfer between OSU campuses. Students who transfer from OSU Corvallis to OSU-Cascades or from OSU-Cascades to OSU Corvallis will have their dining plan from the active academic term refunded, and any rollover dollars are forfeited and not refunded.
 - ii. Dining dollars are non-transferrable and cannot be transferred to other students.
- e. Cancellation
 - i. Students who move out of REH facilities during an academic term and are no longer enrolled at OSU-Cascades will have their unused dining dollars for the active term refunded. If any rollover dining funds are on the student's card from a previous academic term, they will be forfeited and not refunded.

18. **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 REH facilities 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.

19. **Force Majeure:** REH delay or 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.

20. Responsibility of Resident for the Facilities:

- a. **Care and maintenance of facilities:**

- i. Each Resident is provided with a room and/or suite key and electronic exterior access through the Resident's OSU student ID card and will be held responsible for loss of these items.
- ii. Each Resident is financially responsible for all facilities, fixtures, and items provided for their use.
- iii. Any damage associated with a Resident's service or assistance animal may be charged to the Resident.
- iv. 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.
- v. Condition of the University property will be determined upon final inspection of the room by REH staff.
- vi. Residents are responsible for reporting any need for repairs in a timely manner. During a maintenance emergency, please contact a REH Service Center or a Residential Education Staff member by phone or in person.

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, bathrooms, etc.) will be assessed against the Resident(s) or student government 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, improper checkout, and lost keys during the Contract period will be billed to the Resident's University Account.

c. Painting, repair, and remodeling restricted:

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. 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.

- 21. Health, 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 publications. If appropriate for public health reasons, REH may require residents to periodically test for COVID-19 or other communicable diseases.
- 22. 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 vacancy of a Resident, 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.
- 23. Community Standards and Prohibited Items:** The Resident agrees to abide by all OSU 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.
- 24. Exceptions to Contract Terms and Conditions:** Only the Executive Director of REH 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 Professional Residential Education staff are not authorized to modify these TERMS AND CONDITIONS.
- 25. 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 and Resident that arises out of or relates to this Contract must be brought and conducted solely and exclusively within the Circuit Court for Benton County, for the State of Oregon.
- 26. 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.
- 27. Effect of Signature:** By entering this Contract, the Resident certifies that they have read all the terms and conditions of the REH 2024-2025 Room and Dining Contract and agree to the terms stated therein.
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**RESIDENT COPY
DO NOT SIGN THIS COPY**

KEEP FOR YOUR RECORDS

Resident Copy