

# Oregon State University | University Housing & Dining Services

## INTO OSU Room and Dining Contract 2024-2025

Final version posted April 8, 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 Executive Director of University Housing & Dining Services. The Contract is for a space in a University Housing & Dining Services ("UHDS") facility and not for a particular room or type of housing. By signing this Contract, you agree to accept your residence/room 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 UHDS 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: <http://uhds.link/policy-guide>, as well as in paper form when requested at the University Housing & Dining Services Administrative Offices.

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 reason for failure to comply with all TERMS AND CONDITIONS of the Contract.
2. If you have any doubt about the meaning of any specific paragraphs or words of this Contract, or require an alternative format, please contact the UHDS office at (541) 737-4771, or via email at [housing@oregonstate.edu](mailto:housing@oregonstate.edu). You may also contact the INTO office at (541) 737-2464
3. UHDS 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.** UHDS is not responsible for email messages that are not received by the student.

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## 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 ("OSU") undergraduate and graduate catalogs, OSU Standards and Policies regarding Student Conduct, including the Student Conduct Code, (available online at <http://studentlife.oregonstate.edu/studentconduct/>), Student Handbooks, and the UHDS 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. However, 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 in the US or their equivalents outside of the US, or if you are required to register as a sex offender, you must disclose the conviction or registration via e-mail to UHDS by emailing [uhds.conduct@oregonstate.edu](mailto:uhds.conduct@oregonstate.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 UHDS 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. All Residents will be assigned a room based on space availability and receive INTO Dining Plan.
- f. OSU, 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 to the Disability Access Services office (<https://ds.oregonstate.edu/>).
- h. By entering into this Contract, you agree that UHDS may use and/or release your OSU ID photo, for housing and dining purposes, within UHDS or to any person determined by UHDS to have a legitimate need for that photo, including without limitation the verification of your identity in connection with UHDS services.

2. **Eligibility:** This Contract is for residents receiving housing support services through INTO OSU. To be eligible for residence in on-campus housing, individuals must be admitted to and enrolled at OSU and actively pursuing a degree, or admitted to and enrolled in an OSU affiliated program. Individuals are additionally eligible for residence in on-campus housing during the time period between two consecutive courses of study for which the individual is admitted and enrolled. UHDS reserves the right to deny housing arrangements 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 Contract Term is for the entire period specified in the Housing Reservation made through INTO OSU.

- a. New students are approved to arrive and move into their assigned room as arranged by INTO services.
- b. The end of the Contract Term is 5:00 PM on the last Friday of the final term of the housing reservation. Students needing to depart after this time must be pre-approved by designated UHDS Operations staff and may be charged applicable extended occupancy fees.

#### 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. UHDS 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 quadruple space that is assigned. Specific rate information is available from INTO OSU.
- d. If the Resident intends to remain in University housing after INTO OSU housing support services have ended, the Resident must complete a new UHDS Housing Application and Contract and may be required to move assignments.
- e. 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. 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, utilizing an ADA designated space for an ADA room accommodation, or other maintenance, economic, behavioral or safety reasons.
- f. **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 your admission as a student and on the availability of space.
- g. Assignments may be based on previous behavior or conduct issues.
- h. Acceptance of this Contract by UHDS 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 a key for a specified room and/or has moved personal belongings into the room (whichever occurs first). Occupancy is for the Term of the Contract, or at 5:00 PM on the last day of the term, whichever is earlier. Written authorization from the Assistant Director of Occupancy Management 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. **Contract Completion with Intent to Stay on Campus:** If Resident is progressing from the INTO program and has indicated their intent to stay in University Housing via their application, are responsible for housing charges for the entire contract term specified in the application process. A Resident will need to meet the eligibility requirements and complete a UHDS Room and Dining Contract. To understand how Cancellation Policies will apply to a Resident's particular situation, please see the INTO OSU Housing, [intl.housing@oregonstate.edu](mailto:intl.housing@oregonstate.edu).

7. **Cancellation of Contract:** If Resident cancels this Contract after admission and payment of the program deposit such cancellation will result in Cancellation Fees as published in the current INTO OSU <https://intoosu.oregonstate.edu/housing-terms-conditions>. All Contract cancellations must be in writing, from the Resident, and delivered to [Housing@oregonstate.edu](mailto:Housing@oregonstate.edu) from the Resident's ONID account in order to be effective. To understand how Cancellation Policies will apply to a Resident's particular situation, please see the INTO OSU Housing and Arrivals Coordinator, [intl.housing@oregonstate.edu](mailto:intl.housing@oregonstate.edu).

8. **Exemption from Live-on Requirement:** OSU has a Live-on Requirement for all new first-year students (International Direct) enrolling at OSU within one year of high school graduation. Details about the OSU First Year Experience can be located here: <https://studentlife.oregonstate.edu/first-year-experience-live-policy>. In addition, INTO OSU has a three-term live on requirement for International Year One or IYO-bound students (Undergraduate Pathway), as outlined in the INTO OSU Accommodations Policies. For details on exemption options, please refer to the INTO OSU Accommodations Policies: <https://www.intostudy.com/en/terms/oregon-state-university>.

#### 9. **Contract Termination (by University):**

- a. UHDS 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 UHDS 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.
  - 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 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.
  - iv. The Resident is suspended or expelled from the University for disciplinary reasons.
  - v. The Resident owes in excess of the University determined threshold that prevents course registration within the same academic year.
  - vi. The Resident is in breach of any of the terms and conditions of this Contract.
  - vii. 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.
- b. The Resident may have the ability to file a Petition of Financial Appeal (details in Section 12) to request that any charges incurred from cancelling their Contract be reversed by providing appropriate documentation for their situation.

#### 10. **UHDS Charges and Payments:**

- a. Rates are based upon a combination of housing type, room type, and Dining Plan and are charged by INTO OSU to the student.
- b. Charges for policy violations, damages, improper checkouts, and contractual noncompliance will be assessed by UHDS to the OSU student account as detailed on the UHDS Common Residence Hall Charges schedule found on the UHDS website: <http://uhds.link/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.

11. **Residence Hall Social Activity Fee:** UHDS charges a quarterly fee to support the programming by the student staff and the Residence Hall Association (RHA). All Residents residing in University-owned residence halls are members of the RHA. Details on the UHDS Common Residence Hall Charges schedule can be found on the UHDS website: <http://uhds.link/rates> to finance activities and programs for residence hall Residents. The activity fee is included in the room charges.
12. **Dispute of UHDS Charges and Cancellation Fees:** Any dispute over charges or fees assessed by UHDS to a Resident's University account pursuant to this Contract must be made in writing by the Resident. Appeal petition forms are available via <https://uhds.oregonstate.edu/housing-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 a UHDS Appeals Committee.
  - c. Should the Resident disagree with the decision of the Appeals Committee, they may request in writing a review by the Executive Director of UHDS or their designee within 30 days of the original decision. The Executive Director's, or designee's, decision is final.
  - d. To appeal charges placed by INTO OSU, please see the INTO OSU Housing and Arrivals Coordinator, [intl.housing@oregonstate.edu](mailto:intl.housing@oregonstate.edu).
13. **Breaks 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 5:00 PM on December 13, 2024 through 9:00 AM on January 5, 2025, and Spring Break, beginning at 5:00 PM on March 21, 2025 through 9:00 AM 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 via <https://uhds.oregonstate.edu/housing-portal>.
  - 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.
14. **Room Changes:** Room changes are permitted only by written permission of the Resident Director with the approval of UHDS Operations Staff, and INTO OSU Housing and Arrivals Coordinator, if room type is different.
  - 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 the keys to the new room, or they may be charged for an improper checkout, charged to change the lock for the room, 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. UHDS reserves the right to restrict room changes at any time.
15. **Room Vacancies:** If a vacancy occurs in a double, triple, or quadruple occupancy room, the remaining Resident(s) must keep the room clean and ready for another resident to move into the room at any time. In buildings with suites (Tebeau, Halsell, Bloss, West, and International Living-Learning Center), this requirement includes the common suite space as well. Definition of a clean and ready room may be found at: <http://uhds.link/moving-out>.
  - a. If a space is available in a room, UHDS 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 UHDS, 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, UHDS 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 UHDS and request a roommate through the room change process.

#### 16. **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 all keys returned to their respective service center 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. 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: <http://uhds.link/moving-out>
- b. The completion of the entire move out process ends with the Resident turning in the room/suite key(s) to their respective service center.
- 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 <http://uhds.link/rates>.
- e. Residents who do not intend to live on campus for Winter Term must vacate by 5:00 PM on December 13, 2024 and Residents who do not intend to live on campus for Spring Term must vacate by 5:00 PM on March 21, 2025.
- f. Failure to vacate by the time and date required may result in charges.
- g. If a Resident withdraws from OSU and moves their belongings out, but has not completed the move out process, UHDS 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 <http://uhds.link/rates>.

#### 17. **Dining Plan Policy:**

- a. As long as the Resident has an active Contract in place for the next term, Dining Plan balances carry over from term to term.
- b. Residents may choose to add money to their OSU Orange Cash (administered by the ID Center) at any time using cash, check, Visa, MasterCard or debit card. For details on the Orange Cash program, see: <http://food.oregonstate.edu/orange-rewards/>.
- c. Residents are encouraged to spend all dining plan funds by the end of the housing reservation (5 PM on Friday of the final term of the housing reservation). However, if a student has a positive remaining balance after this date, the remaining funds will be "rolled over" into a plan that provides a residential discount at the register for students who sign a UHDS contract to live on campus, and a 10% discount at the register for students who do not continue to live on campus. "Roll over" funds may be used on the Corvallis campus. These "roll over" funds are valid for one calendar year after the end date of the original housing reservation. Any unused "roll over" dining plan funds will be forfeited after that date and will not be refunded.

- 18. **Injury or Property Loss:** The University is not responsible for abandoned, loss or damage to personal property or for any injury to Resident or a guest of the Resident in UHDS 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:** UHDS 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, pandemics 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 UHDS staff.
- b. **Charges for loss or damage:**
  - i. Charges for loss or damage caused by a Resident will be assessed by UHDS on the Resident's University Account, and must be paid promptly. Resident agrees in advance to the charges listed in the UHDS Common Residence Hall Charges Sheet, located at <http://uhds.link/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:**
  - 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 UHDS.



- 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.
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. UHDS 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 UHDS publication *Student Policy and Information Guide*, and other applicable OSU health, safety and security publications. If appropriate for public health reasons, UHDS may require residents to periodically test for COVID-19 or other communicable diseases.
22. **Room Entry:** Resident agrees that UHDS may enter, and UHDS 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 UHDS policies and community standards, as stated in the UHDS *Student Policy and Information Guide*: <http://uhds.link/policy-guide>, and in the *OSU Student Conduct Regulations*: <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 UHDS 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, you certify that you have read all the terms and conditions of the UHDS INTO OSU 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**