

Washington State University Pullman Housing and Dining Financial Contract

2023-2024

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IMPORTANT - STATEMENT OF UNDERSTANDING

By electronically signing and submitting the Washington State University (WSU or University) Housing and Dining Application, I confirm that I have read, understand and agree to the terms of the Housing and Dining Contract -- which consists of the [Housing and Dining Policies](#), the [Housing and Dining Payment Schedule](#), and [Housing and Dining Financial Contract](#). I further agree to abide by all of the policies and procedures outlined in the [Housing and Dining Policies](#) as they now exist or as amended throughout the term of the Housing and Dining Contract.

Keep the Housing and Dining Financial Contract for your information and guidance during the year.

Please note that if you cancel or terminate your Housing and Dining Financial Contract, Housing and Dining Services must be notified through the online cancellation or termination process in your Housing and Dining Application.

Phone: 509-335-4577

E-mail: housing@wsu.edu or hdfinance@wsu.edu (financial questions)

1. Application and Acceptance

- A. If I have a new application to be considered for fall or spring semester, I understand that my application to Housing and Dining Services must be accompanied by a contract first payment of \$400.00. The fall first payment of \$400 will be applied to the Housing and Dining Contract fee.
- B. If I am a continuing student I must make a fall first payment of \$400 in order to maintain my priority of assignment.
- C. Students relying solely on financial aid to cover the first payment should realize that the cancellation provisions of Section 2 below will be in effect for those who apply.

- D. I understand that by placing my electronic signature on the Housing and Dining Application I am agreeing to the Housing and Dining Policies, the Housing and Dining Payment Schedule, and the Housing and Dining Financial Contract, which together will constitute a valid and binding contract upon acceptance by the University, subject to verification of my eligibility to reside in University housing and available space.

2. Cancellation, Termination, and Refund Policies

A resident may cancel (prior to moving in) or terminate (after moving in) their contract as follows:

- A. **I understand this contract covers the entire academic year.** I further understand if I cancel or terminate:
- I will be charged the portion of the Housing and Dining Contract fees based on the number of days from the contract assignment start date until the date of approved termination and proper check-out at the Residence Hall. I understand that I am required to live in University Approved Housing according to the Freshman Live-in Rule and if I terminate my contract without living in University Approved Housing for 2 semesters, or without receiving a waiver of the Freshman Live-in Rule, that I will be charged for housing at the Stephenson Tower double room rate, along with the Dining Base Cost and Resident Meal Plan Level 1, from the date this contract assignment would start through the end of the contract term.
 - I will be charged for the actual Dining Dollars consumed on my Resident Meal Plan, as recorded on the campus card system.
 - I will be charged a termination fee based on the date of approved termination. For more details, see the [Residence Hall Termination Fees](#).
 - I understand that I am obligated to pay all the fees discussed above if I am removed from student housing for non-payment or violations of the Housing and Dining Policies or the Standards of Conduct for Students.
- B. Students terminating their contract after check-in for the reasons listed below will not be charged the termination fees (but will be charged as otherwise provided in 2.A. above):
- Completion of academic program or graduation at the time of termination.
 - Withdrawing from the Pullman campus.
 - Student teaching or internship off the Pullman campus (documentation required).
 - Medical reasons (documentation required; medical reasons for moving off-campus without a cancellation or termination fee must be approved as a reasonable accommodation by the Access Center).
 - Move to WSU University Apartments.

- C. **I understand this contract covers the entire academic year.** I further understand if I cancel I must do so online through the Housing and Dining Application. In order to assure that Washington State University is compensated for costs incurred due to cancellation of this contract, WSU has adopted the following cancellation and refund policy:

Fall Semester:	
<i>If by June 30:</i>	No cancellation fee.
<i>July 1 through July 15:</i>	Cancellation fee of \$200.
<i>July 16 through July 31:</i>	Cancellation fee of \$400.
<i>August 1 through August 10:</i>	Cancellation fee of \$600
<i>August 11 or later</i>	Cancellation fee of \$750

Spring Semester/only for new residents without a Fall contract:	
<i>If by November 30:</i>	No cancellation fee.
<i>December 1 through December 15:</i>	Cancellation fee of \$200
<i>December 16 through January 2:</i>	Cancellation fee of \$400.
<i>January 3 or later</i>	Cancellation fee of \$750

Students withdrawing from the University are still required to notify Housing and Dining Services that they are canceling their Housing and Dining Financial Contract through their online application. Furthermore, withdrawing from the University does not result in a waiver of the cancellation fee. The cancellation fee will be calculated and assessed based on the date that the student notifies Housing Services of the the Housing and Dining Financial Contract cancellation, not the date the student withdraws.

- D. I understand that WSU will not hold my room assignment if the reservation is not claimed by 8:00 p.m. on August 20, 2023 for fall semester or January 7, 2024 for spring semester unless I have notified Housing Services online through the Housing and Dining Application of the date of the planned late arrival. I understand that reservations not claimed by these respective dates and time will be cancelled, and I will be charged a Cancellation fee as shown above in Section 2C. .
- E. Students who feel they have a legitimate reason why they should not be charged either the cancellation or termination fee should contact the Associate Director of Housing and Residence Life or their designee. Students who wish to appeal the decision of the Associate Director of Housing and Residence Life or their designee may submit an appeal to the Housing and Dining Contract Appeals Committee. For more details, see [Contract Appeals](#).

- F. I understand that if I am eligible to check out at the end of fall semester, I must do so by December 16, 2023 at 10:00 a.m.

- G. I understand that if I check-in on or after August 11, for fall semester, or if I check-in or continue to reside in residence halls on or after January 3, for spring semester, and subsequently move out of the residence hall system, if eligible per the [Housing and Dining Policies](#), I will be obligated to pay a prorated daily housing and dining contract charge. In addition to that daily charge, I understand that there will also be a termination fee as shown above in Section 2A. I understand that if I terminate after December 1 (fall semester), or April 19 (spring semester), I will be charged the full semester's housing and dining and that I will receive no refund

3. Housing and Dining Contract Prices

If I am bound by the Freshmen Live-in Rule, I agree that I must select and apply for a housing and dining plan if I am residing in a residence hall. However, if I have sophomore standing or above *and* I am not required by the Freshman Live-in Rule to live in University Approved Housing, I may choose to not purchase a meal plan in any hall I have selected. The total charges under the contract will be based on the housing and dining combinations I have selected, which includes the mandatory fees listed at the bottom of the pricing table below.

I understand that with the exception of those assigned to McEachern Hall or 19+ designated spaces in Orton Hall, all initial assignments for new students will be to double room plans if space is available, and health recommendations allow. I understand that if I am initially assigned to a single or triple room without requesting a single or triple room, I will pay the appropriate costs listed below until my transfer to a double room can be arranged (after my arrival to WSU, if available).

I understand that if I am initially assigned to a hall with a higher rate than my housing preferences as per my online housing application, I will pay the appropriate costs listed below until my transfer to a different hall can be arranged (after my arrival to WSU).

I understand that rates for the 2023-2024 Residence Halls and Dining will be available after the WSU Board of Regents have approved them. The rates for 2022-2023 can be found on the [Housing and Dining Rate Estimator](#), and will be updated to the 2023-2024 rates in spring 2023. Note, WSU reserves the right to increase the applicable rate up to \$100.00 per semester for one or both semesters. Such rate adjustment may be done during the semester, but cannot be raised retroactively after a semester is completed.

My acceptance of the Housing and Dining Financial Contract constitutes acceptance of membership in the student association of the living group to which I am assigned, including all the rights, privileges, and responsibilities of such membership, and includes a non-refundable hall dues payment of \$37 each semester.

For specific rates please see the [Rate Estimator](#) on the housing.wsu.edu website.

Triple Room Plan:

Triple room occupancy in a room designed for two.

Double Room Plan:

Double room occupancy in a room designed for two.

Single/Double Room Plan:

Single occupancy in a room designed for two.

Single/Single Room Plan:

Single occupancy in a room designed for one.

Community/Duncan Dunn, Global Scholars, Northside, and Olympia Avenue Halls:

Private or semi-private bathroom available in certain rooms.

McEachern Hall:

Single occupancy: Available only to graduate students and undergraduate students 19 years and older (Dining Plan Optional).

4. Payment Policies

- A. I understand that if my contract is not paid in full when the semester begins I will have the option of setting up a payment plan with the University. I understand that if I owe money on my Housing and Dining account I will be subject to all University policies related to tuition and fee due dates and late fees outlined by the WSU Bursar's Office (<https://bursar.wsu.edu/tuition-due-dates/>). I can review my charges in the [WSU Student Information System Portal](http://mywsu.wsu.edu) (<http://mywsu.wsu.edu>). I understand that I will receive all correspondence regarding my Housing and Dining bill via electronic correspondence through the WSU Student Information System Portal. Payments must be received by the dates indicated or there will be a late-payment fee. NO INVOICES OR STATEMENTS WILL BE MAILED. Payments are due as scheduled without further demand or notice. Account balances, transactions, and due dates can be viewed in the WSU portal.

I understand that my failure to use privileges does not cancel the charges in the Housing and Dining Financial Contract.

- B. **Financial Aid Recipients:** All available financial aid and/or scholarships, after tuition and fees are paid, will be applied to the outstanding account balance up to the full cost of the semester's room and board. Financial Aid credited to your housing and dining plan may alter your payment schedule.
- C. I understand and acknowledge that any unpaid account balances will be sent to an outside collection agency and may be reported to one or more credit bureau reporting service(s). I understand and agree that after internal collection efforts have failed to result in full payment, and in accordance with RCW 19.16.500, collection fees of up to

50% of the unpaid balance will be assessed to my account, and that I am responsible for paying these fees together with all costs and expenses, including reasonable attorney's fees and court costs, necessary for the collection of my delinquent account.

D. **I understand that charges for rooms provided under this contract cover the following periods:**

- **Fall semester:** 10 a.m., Friday, August 11, 2023, to 10 a.m. Saturday, December 16, 2023.
- **Spring semester:** 10 a.m., Wednesday, January 3, 2024, to 3 p.m. Saturday, May 4, 2023
- **Fall early housing** (Beginning Wednesday August 9, 2023) may be available for the daily rate as an additional pre-contract charge.

E. Although I may leave my belongings in my room during regularly scheduled vacation periods, I understand that dining facilities are not open during these periods. The University is not responsible for lost, stolen, or damaged property.

5. Pandemic Policies

In consideration for the University providing me a license for the use of a residence hall space yet to be assigned by the University and in consideration of the increased cleaning and safety precautions put in place by the University, I agree to the following:

1. **If a public health order requires the University to vacate residence halls the University will implement a refund or credit policy commensurate with the order(s).** However, absent a governmental or University order that I vacate the residence halls, I understand that if I am required to live in approved University housing according to the undergraduate housing requirement, commonly known as the First-year Live-in Rule , and I cancel or terminate my contract without living in approved University housing for 2 semesters, **without meeting an exception in the Housing and Dining Financial Contract (e.g. withdrawing from the University)**, or without receiving a waiver of First-year Live-in Rule, than in addition to any applicable cancellation or termination fees, I will be charged for housing at the Stephenson Tower double room rate, along with the Dining Base Cost and Meal Plan Level 1, from the date I move out of the residence hall or August 11, 2023, whichever is later, through the end of the contract term regardless of whether I actually reside in a residence hall or utilize my dining plan.
2. I understand that the Director of Housing and Residence Life or designee may terminate my residence and dining service privileges if I violate WSU policy and regulations, or if I refuse to obey a valid health or safety-related directive of a Residence Life, Housing Services, or Dining Services staff member. I further understand that failure to comply with a valid federal, state, local, or University health or safety-related directive may also result in termination. This includes, without limitation, COVID-19 or any other pandemic related health or safety directives, proclamations, or orders issued by the governor, Washington State Department of Health, the Whitman County Director of Public Health,

or a Residence Life, Housing Services, or Dining Services staff member. For the purposes of illustration and not limitation, such directives could include: limiting or eliminating guests or visitors to your residence hall or dining center; agreeing to submit to bio security checks such as temperature checks; wearing protective equipment such as masks; and being directed to isolate or quarantine due to heightened COVID-19 risk factors such as recent travel from areas with high-rates of community transmission of COVID-19, experiencing symptoms of COVID-19, and known exposure to another individual with a confirmed or suspected case of COVID-19 (note, students traveling from areas with high-rates of community transmission of COVID-19 may be asked to remain at their permanent residence (i.e. not a University residence hall) and/or be required to self-quarantine for up to 14 days prior to attending any in-person campus or community activities). The COVID-19 pandemic is an evolving situation and these directives may change at any time. I further understand that if the Director of Housing and Residence Life or designee terminated my privileges and I am required to live in approved University housing according to Freshman live-in rule the charges noted in Section 5.1 above will still apply. In addition, the failure to comply with directives of University officials acting in performance of their duties and/or the law is a violation of the WSU Standards of Conduct for Students and may result in a referral for disciplinary action under these standards.

3. I understand that Housing Services reserves the right to reassign (permanently or temporarily) individuals to different areas, rooms, residences, and dining centers, at any time (and the right to use unassigned space in the residence halls). This includes the right to reassign an individual based on COVID-19 or other pandemic related concerns, including suspected or confirmed cases, quarantining and isolation orders or guidance, or other official health guidance.

WSU Housing Services provides reasonable accommodation to individuals with disabilities. WSU advises that students provide 2-week advance notification for accommodation requests. Immediate requests will be evaluated in accordance with WSU policies, the student's needs, and available facilities. Requests should be directed to Housing Services. TDD users: WA Relay Service 1-800-833-6388.