

# WSU Pullman Housing and Dining Financial Contract

2017-2018

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## IMPORTANT - STATEMENT OF UNDERSTANDING

By electronically signing and submitting the Housing and Dining Application, I confirm that I have read, understand and agree to the terms of the housing and dining contract -- which includes 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 contract.

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

Please note that if you cancel or terminate your housing contract, Housing Services must be notified through the online cancellation or termination process.

Phone: 509-335-4577

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

### *1. Deposit and Acceptance*

- A. If I have a new application to be considered for fall or spring semester, I understand that my application to Housing Services must be accompanied by (1) a security deposit of \$150.00 (or a deposit must be on file through prior arrangements) and (2) a contract first payment of \$400.00, for a total of \$550.00.
- B. If I am a continuing student (with security deposit on file) I must make a fall first payment of \$400 (\$200.00 with the application and the remaining \$200 no later than June 1), in order to maintain my priority of assignment.
- C. As a new applicant, I understand that the fall first payment of \$400.00 will be applied to the housing and dining contract fee and must be accompanied with the Housing and Dining Application in order for this contract to be accepted. The \$150.00 security deposit will be held as a security deposit.
- D. 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. Financial Aid DOES NOT cover the required \$150.00 security deposit.
- E. I understand that my electronic signature on the Housing and Dining Application signifies my acceptance of this contract. I also understand that this contract is valid and binding upon my submission and the University's receipt of my application.
- F. If I choose to participate in Sorority Recruitment, which begins after the hall contract start date included in this contract, and wish to terminate my Housing and Dining Contract, I can only terminate my housing contract if I am not required by the Freshmen Live-in Rule to live in approved University housing. I agree to pay all applicable cancellation or termination fees as per the Housing and Dining Financial Contract.
- G. If I am required by the Freshmen Live-in Rule to live in approved University housing and I choose to Summer Sign with a University-approved fraternity and wish to cancel my Housing and Dining Contract, I must do so by no later than July 15, 2017. I understand that failure to cancel my Housing and Dining

Contract by July 15, 2017 means that I cannot cancel or terminate my Housing and Dining Contract and move to a University-approved fraternity until the end of Fall semester. If I am not required by the Freshmen Live-in Rule to live in approved University housing and I cancel or terminate my housing contract after July 15, 2017, I agree to pay all applicable cancellation or termination fees as per the Housing and Dining Financial Contract.

## ***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 terminate:
- I will be charged the portion of the housing and dining contract fees based on the number of days from the contract beginning date until the date of approved termination and proper check-out at the Residence Hall. I understand that I am required to live in approved university housing according to the Freshman Live-in Rule and if I cancel or terminate my contract without living in approved university 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 RDA Level 1, from the contract start date through the end of the contract term.
  - In addition, I understand that I will be charged for the actual Residence Dining Account (RDA) Dollars consumed, as recorded on the campus card system.
  - I understand that by checking out of the residence hall 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 if I wish to move into a Greek chapter must have approval from the Center for Sorority and Fraternity Life.
  - I understand that Housing & Dining Services agrees to refund the \$150.00 damage/security deposit, to me at the completion of this agreement, provided no future housing contract, damage or cleaning charges are assessed, and no other amounts are due to the University. I understand that my damage/security deposit will be forfeited if this contract agreement is cancelled prior to taking occupancy.
- B. Students terminating their contract after check-in for the reasons listed below will not be charged the termination fees.
- Completion of academic program or graduation at the time of termination.
  - Withdrawing from the University (provided, however, this clause in no way eliminates the applicant's obligation to notify Housing Services of cancelling the contract prior to the Contract Start Date, and does not release the student from his/her obligation to pay the Cancellation fee as noted in 2.D).
  - 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 University Apartments.
  - If I am required by the Freshmen Live-in Rule to live in approved University housing, while correctly following all checkout and termination procedures, move to approved University housing at the end of the Fall semester.

Students who feel they have a legitimate reason why they should not be charged either the cancellation or termination fee should contact the Director of Housing and Conference Services or his/her designee. Students who wish to appeal the decision of the Director of Housing and Conference Services or his/her designee may submit an appeal to the Housing and Dining Contract Appeals Committee. For more details, see [Contract Appeals](#). I understand that I am obligated to pay all termination fees, as well as housing and dining contract fees, if I am

evicted for non-payment or Student Conduct violations.

- C. **I understand that if I want to cancel this contract prior to check in, I must do so online or in writing to Housing Services. In order to assure that Washington State University is compensated for costs incurred due to cancellation of this contract (excluding the \$150 Security Deposit which will not be refunded upon cancellation), Washington State University has adopted the following pre-check in cancellation and refund policy:**

<b>Fall Semester:</b>	
<b>If by July 15:</b>	No cancellation fee.
<b>July 16, through August 1:</b>	Cancellation fee of \$200.
<b>After August 1, and prior to the contract start date:</b>	Cancellation fee of \$400.
<b>August 12th or later</b>	Cancellation fee of \$750
<b>After Contract Start Date or check-in:</b>	A termination fee will be charged as per the <a href="#">Contract Termination Fee</a> table.

<b>Spring Semester/only for new residents without a Fall contract:</b>	
<b>If by December 15:</b>	No cancellation fee.
<b>December 16, through December 31:</b>	Cancellation fee of \$200.
<b>January 1-2:</b>	Cancellation fee of \$400.
<b>January 3rd or later</b>	Cancellation fee of \$750
<b>After Contract Start Date or check-in:</b>	A termination fee will be charged as per the <a href="#">Contract Termination Fee</a> Table

Information regarding termination of a Residence Hall Contract during a semester may be found under the Financial Matters section.

- D. I understand that my failure to cancel before the contract start date of each semester will result in having my housing and dining contract cancelled the first day of classes, and I will be charged a Cancellation fee of \$750.
- E. I understand that Washington State University will not hold my room assignment if the reservation is not claimed by 8:00 p.m., August 20, unless I have notified Housing Services in writing of the date of the planned late arrival. If I enroll spring semester, my reservation must be claimed by 8:00 p.m., January 7, unless action has been taken as outlined above. I understand that reservations not claimed by these respective dates and time will be cancelled, and I will be charged a Cancellation fee of \$750.

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

G. I understand that if I check-in on or after August 12, 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 20 (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***

I agree that I must select and apply for a housing and dining plan in all halls except McEachern and Orton, where the dining plan is optional. However, if I have sophomore standing or above and I am not required by the Freshman Live-in Rule to live in approved University housing, and have at least 1 year of attendance at WSU, 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 Washington State University reserves the right to increase the applicable fee for/during either semester by an amount not exceeding \$100.00 per semester.

I understand that Washington State University has installed expanded network services in each residence hall. The fee for expanded network services is \$90 per semester and is included in the housing rate.

I understand that with the exception of those assigned to McEachern or Orton Halls, all initial assignments for new students will be to double room plans if space is available. 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). I understand if I am living in a triple and one of my roommates moves out, I will pay the higher double room rate.

I understand that if I am initially assigned to a hall with a higher rate than my housing choices 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).

Next year's rates will be available after the January Board of Regents meeting. The rates for 2017-2018 can be found on the [Housing and Dining Rate Estimator](#) in early Spring semester. .

My acceptance of the Housing and Dining 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 hall dues of \$50 each year.

For specific rates and payment dates please see the [Rate Estimator](#).

#### **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.

**Orton Hall:**

Single occupancy, single/double room plan. Available in Orton only to students 19 years and older (Dining Plan Optional).

**McEachern Hall:**

Single occupancy: Available only to graduate students and undergraduate students 20 years and older (Dining Plan Optional).

**Dining Optional Halls:**

Students who have requested McEachern or Orton and who have not chosen a dining plan will be assigned a Level 1 dining plan automatically in the event they are assigned to a residence hall that requires a dining plan. Students moving from McEachern or Orton to a residence hall that requires a dining plan will be required to select a dining plan; however, if a student has sophomore standing or above and is not required by the Freshman Live-in Rule to live in approved University housing, and has at least 1 year of attendance at WSU, the student may choose to not purchase a meal plan in any hall they have selected.

## ***4. Payment Policies***

- A. I understand that if my contract is not paid in full when the semester begins, the [Housing and Dining Rate Estimator](#) shows the available payment plan. I understand that if I owe money on my Housing and Dining account I will receive an electronic “Notice of Payment Due”, showing the amount due and the due dates. I understand that if I have a past due account I will receive an electronic “Notice of Overdue Account”. I can find this in the WSU Student Information System Portal (<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 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 that unpaid housing and dining charges, charges for cleaning, damage to property, equipment, or furnishings caused by myself are an obligation to WSU. Washington State University will not issue transcripts until full settlement has been made. In the event my account is assigned for collection, I agree to pay interest on past due amounts at the rate of 12% per annum, reasonable attorney fees and collection costs.
- D. **I understand that rental charges for rooms provided under this contract cover the following periods:**

- *Fall semester*: 8 a.m., Saturday, August 12, to 10 a.m. Saturday, December 16.
- *Spring Semester*: 10 a.m., Wednesday, January 3, to 5 p.m. Saturday, May 5.
- *Fall early housing*: (Friday, August 11) is 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 residence dining facilities are not open during these periods (as set forth below). The University is not responsible for lost, stolen, or damaged property.

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.