

CONTRACT TERMS AND CONDITIONS FOR ON CAMPUS RESIDENCE HALLS FOR ACADEMIC YEAR 2026-2027

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1) PARTIES AND AGREEMENTS

This contract is an agreement between Pittsburg State University hereinafter referred to as “The University,” and the student. The parties to this contract in consideration of the mutual covenants and regulations set out herein agree as follows:

- A. The University agrees to furnish room and board to the student in accordance with the terms of this contract.
- B. The student agrees to pay the University a room and board fee in accordance with the terms of this contract. The student also agrees to pay such fees and charges as required by the terms of this contract.
- C. The University reserves the right to refuse to accept a Housing and Dining Service Contract, in situations where appropriate and supporting circumstances exist.

2) CAMPUS RESIDENCY POLICY

All first-year students must live in a university residence hall for their first two academic semesters on campus and purchase either the 7 Day Access meal plan, the 14 meal swipes per week/\$150 dining dollars meal plan, or the 10 meal swipes per week/\$300 dining dollars meal plan. All other students may live in the housing of their choice. Exceptions to the policy are normally granted (prior to signing the contract) when any of the following circumstances exist: The student: 1) lives at home with parents & commutes within 50 miles of PSU’s campus 2) is married & living with spouse and/or has dependents in his/her care 3) has at least one year of active military service 4) is 21 years of age or older 5) is transferring 24 hours of course credit or more (concurrent enrollment credits, earned prior to student’s high school graduation, do not qualify). Forms to apply for exemption from this policy are available from Housing & Residence Life.

3) ELIGIBILITY REQUIREMENTS

All full-time students are eligible to reside in a residence hall. A full-time student is defined as those students enrolled in ten hours (nine hours for Graduate students) or more and paying full tuition and fees. Exceptions will be handled on an individual basis. Any student who has ever entered a guilty plea or an Alford plea to a felony offense, been placed on probation for or entered a diversion program for a felony offense or has been convicted of a felony or has been convicted of a crime which makes an individual subject to the Kansas Adult Offender Registration Act (K.S.A. 22-4901 et seq.) may not be eligible to live in on-campus housing.

The Kansas Board of Regents requires state universities to establish policies that require all incoming students residing in Housing & Residence Life to be vaccinated for meningitis A. All newly enrolled PSU students living in university-owned group housing are required to be vaccinated for meningitis-A within the past five (5) years. If vaccination was received greater than 5 years ago, a booster dose will be necessary. In the absence of proof of the meningitis vaccination, an enrollment hold will be applied, and the student will be unable to enroll in subsequent semesters. You can submit your immunization records by sending to immunizations@pittstate.edu. See Bryant Student Health Center website for full details: www.pittstate.edu/health

4) CONTRACT PERIOD

This contract is for the academic year excluding those periods in which the residence halls and dining services will be closed. All dates and times are subject to change.

A. **HOUSING.** The residence halls will observe the following schedule:

2026 FALL SEMESTER	2027 SPRING SEMESTER
Open: Friday, August 14, 8:00 AM	Open: Sunday, January 17, 10:00 AM
Close: Saturday, Dec. 12, 10:00 AM	Close: Saturday, May 15, 10:00 AM

B. **DINING SERVICE.** Meals will be served in Gibson Dining Hall during the hours of service designated by Housing & Residence Life and observe the following schedule:

2026 FALL SEMESTER	2027 SPRING SEMESTER
Open: Friday, August 14, 11:00 AM	Open: Sunday, January 17, 5:00 PM
Close: Friday, November 20, 7:00 PM	Close: Friday, March 12, 2:00 PM
Open: Sunday, November 29, 5:00 PM	Open: Sunday, March 21, 5:00 PM
Close: Friday, December 11, 2:00 PM	Close: Friday, May 14, 2:00 PM

Reduced hours may be initiated during special events and other holidays. All dates and times are subject to change.

5) PAYMENT, LATE FEES, STATEMENTS

- A. Payments are to be paid to the University for housing accommodation, dining services, and properly billed charges in accordance with the rate and payment schedule specified in this contract and/or payment plan terms. The Cashiers and Student Accounts office will maintain and publish tuition, housing and fees billing for all students enrolled at Pittsburg State. Billing will be produced each semester/month, and notification is then sent to the student's official campus e-mail address. Students will access their e-bills through their GUS portal and will set up other users and notifications. Visit the Cashiers and Student Accounts Website: www.pittstate.edu/office/cashier to view payment dates and options, billing cycle, installment fees, late fees and other related payment policies.
- B. A late fee will be charged if payment (semester, installment, and properly billed charges) is not received by the fifth of each month. If charges remain unpaid, meal service may be suspended, and procedures to evict the student from Housing & Residence Life may be initiated. Past due accounts will be sent to a collection agency and/or the state set-off program for collection. Collection costs will be assessed and added to balance due on these accounts.
- C. Statements are accessible through the student portal (GUS) with your ID and password. Details about the payment options and credit card policies are available online at www.pittstate.edu/office/cashier. Timely payment in accordance with established schedules is not dependent upon receipt of statement.
- D. Any student who is permitted and/or authorized to occupy a residence hall assignment outside the dates of this contract (i.e., early arrival, interim, etc.) are subject to all terms and conditions and responsible for all additional charges associated with that occupancy.

6) FINANCIAL AID/SCHOLARSHIPS

Per federal regulations, all financial aid and scholarship recipients must apply the remaining portion of their award, after tuition, to their Housing and Dining Service Contract (regardless of payment plan chosen). The application of financial aid and scholarship awards supersedes the selected

payment plan. Any balance due after financial aid and scholarships are applied must be paid according to the selected payment plan.

7) DINING SERVICE

- A. **7 Day Unlimited Access Plan.** Students who selected this plan will be provided with unlimited access to all food and beverage options available at Gibson Dining Hall during all days and hours of operation. Individuals selecting this option can access the facility and its offerings as many times as they choose for a meal or just a quick snack or beverage.
- B. **Any 14 Access plus \$150 Dining Dollars.** Students who select this plan will be provided with 14 personal access per week to all food and beverage options available at Gibson Dining Hall during all days and hours of operation. Individuals selecting this option also have \$150 Dining Dollars **per semester** to spend at any retail food service on campus. Dining dollars are loaded onto your student I.D. Card and spend like cash. Eight different retail dining service formats are available on campus in the Overman Student Center, Axe Library and Kansas Technology Center.
- C. **Any 10 Access plus \$300 Dining Dollars.** Students who select this plan will be provided with 10 personal access per week to all food and beverage options available at Gibson Dining Hall during all days and hours of operation. Individuals selecting this option also have \$300 Dining Dollars **per semester** to spend at any retail food service on campus. Dining dollars are loaded onto your student I.D. Card and spend like cash. Eight different retail dining service formats are available on campus in the Overman Student Center, Axe Library and Kansas Technology Center.
- D. **\$1000 Dining Dollars.** Students who select this plan have \$1,000 Dining Dollars per semester to spend at any food service venue on campus. Students may use Dining Dollars to access Gibson Dining Hall or to purchase food or beverages at any retail dining service location on campus. Dining dollars are loaded onto your student I.D. Card and spend like cash. Eight different retail food service formats are available on campus in the Overman Student Center, Axe Library and Kansas Technology Center.
- E. **Missed Meals.** No refunds or credits will be made for missed or unused meals.
- F. **Meal Plan Changes.** Students may make changes to their selected meal plan for each semester for the first three weeks after the official starting day of classes (as listed in the official university calendar) for that semester without any additional change fees, however meal plan charges would change accordingly. First year students are required to purchase the 7 Day Unlimited Access Plan, any 14 Access plus \$150 Dining Dollars or any 10 Access plus \$300 Dining Dollars. First year students may only choose to move to one of the three meal plans for the semester. Students who are not required to purchase the 7 Day Unlimited Access plan, any 14 Access plus \$150 Dining Dollars or any 10 Access plus \$300 dining dollars plan may choose to move to any other meal plan until that time. Requests to change to a higher meal plan can be made at any time. Students must come to the Housing & Residence Life Office, 203 Horace Mann, to complete proper paperwork.
- G. **Suspension of Meal Privileges.** The University may suspend meal privileges if the student fails to make proper payment, fails to abide by all terms of the contract, or fails to attend a Housing & Residence Life conduct meeting/hearing.

8) OCCUPANCY PROVISIONS

Housing accommodation is rented to the student for the specific purpose of personal residence and may not be sublet or used by residents or outside agencies for any commercial purposes. This contract is not transferable.

9) ASSIGNMENTS

- A. **AUTHORITY.** The University reserves the right to make assignments of accommodation.
- B. **CONSOLIDATION.** The University reserves the right to consolidate occupants of rooms to any other space within the Housing & Residence Life system. If sufficient space is available, students may be given the option of paying for a single room. Students who fail to consolidate may be subject to a single room charge and possible disciplinary action.
- C. **OVERFLOW.** The University reserves the right to determine the use and assignment for any room as needed for overflow housing, including singles, doubles, triples, etc.
- D. **REASSIGNED.** Students who do not check-in prior to the end of 1st day of classes for that semester or have not notified Housing & Residence Life of late arrival may be reassigned from their original room assignment.

10) VACATING

- A. **POLICY.** Upon termination of this contract for any reason, the student must vacate the residence halls no later than the deadline set by Housing & Residence Life.
- B. **PROCEDURES.** The students must follow checkout procedures outlined in the *Guide to Residential Living*. Students who do not properly check out will be assessed a \$50.00 fee and any other fees resulting from the failure to follow checkout procedures.

11) DAMAGES

- A. The student is responsible for the assigned room and contents, to include the outside of the room door, and will be charged for all damage occurring during occupancy.
- B. Students who damage University property through negligence or willful actions will be financially liable and subject to disciplinary and legal action. If the identity of the person responsible for damage to university property in public areas cannot be ascertained, Housing & Residence Life may prorate the cost to repair such damages among all or any portion of the residents of the hall as the Department may deem fair. All damage charges are due immediately upon receipt of bill.
- C. Students shall not do self-repairs. Students must notify the staff of Housing & Residence Life for service, following established maintenance procedures. Any repairs done by students will be subject to charges as deemed appropriate by the Director of Housing & Residence Life or designee.

12) LIABILITY

- A. **PROPERTY.** The University will not be liable for theft, loss, or damage to property of the student, including loss from fire, flood, water, wind, or acts of God. The University will not be liable for property left in the building after the student vacates (or is expected to vacate). The University reserves the right to dispose of such property through any manner it deems appropriate. Students are encouraged to carry renter's insurance. GradGuard is an option for renter's insurance and will be available as a choice to **opt-in to** within the application/room selection process.

- B. LEAD BASED PAINT DISCLOSURE.** Under federal law, known as the Residential Lead-Based Paint Hazard Reduction Act (Act), the University must provide disclosures concerning the existence of lead-based paint hazards to certain Residents living in University housing built before 1978. Disclosure of any lead-based paint hazards is not required for Residents assigned to Block 22 as the property was renovated prior to use nor Crimson Commons as this was built post-1978. Single room dormitories and other 'zero bedroom' dwellings (Bowen Hall, Dellinger Hall, Grubbs Hall, Nation Hall, Tanner Complex, Trout Hall, and Willard Hall), are also excluded from the disclosures required under the Act. Students living in The Orchards (Crimson Village) must be provided notice under the Act. Lead from paint, paint chips and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. At this time, the University is unaware of any specific locations of lead-based paint within housing. However, residents should treat peeling, chipping, chalking or cracking paint located on an interior or exterior surface or fixture with caution. The Environmental Protection Agency publishes a document that provides information on lead poisoning prevention titled "Protect Your Family from Lead in Your Home," which is located on the EPA website with the following URL:<https://www.epa.gov/lead/protect-your-family-sources-lead>. Upon request, written copies of this document can be provided from the Housing & Residence Life office. If Resident living in housing believes or suspects health concerns due to lead-based paint, the Resident should seek medical treatment. The Resident should notify HRL.
- C. UPKEEP.** The student will be responsible for keeping the assigned room and its furnishings clean, for cooperating with other residents in the common protection of property, and for advising the hall staff of any deterioration or malfunction of facilities. Further, the student agrees to utilize public areas, residence hall equipment, and furnishings in a careful and proper manner. Routine Health and Safety checks will be done in each room throughout the year by Housing & Residence Life Staff and students must be compliant with their room upkeep. Residents will be charged for excess cleaning costs.
- D. PERSONAL INJURY.** Students are encouraged to carry medical insurance. The University will not be liable for injuries or death which occurs within its buildings or grounds.
- E. MILDEW & MOLD**
- (1) **Mildew Information:** Mildew is often referred to as a kind of mold and is classified as powdery (under the order Erysiphales) and downy (under the family Peronosporaceae). To prevent mildew in Housing & Residence Life facilities, keep all the areas moisture-free. Residents shall take the steps necessary to reduce the chance of mildew by always running your exhaust fan when cooking and showering. If mildew becomes present after a resident has occupied the space, the resident may be charged to return the area back to its original state prior to occupancy.
 - (2) **Mold Information:** Molds are microscopic organisms that are present both indoors and outdoors and may have adverse effects on the health of occupants or structural components of housing facilities. It is currently believed that some types of molds are toxic to human health. Because it may be impractical or impossible to eliminate all indoor mold, Housing facilities are not warranted to be free of mold or other naturally occurring biological pollutants. Mold and other biological pollutants may be present in HRL facilities at the start of the Resident occupancy or may later develop within space. Proper maintenance and repair may reduce the presence of mold and other biological pollutants in facilities.
 - (3) **Mildew & Mold Prevention:** Wet towels, condensation from refrigerators or windows, unreported leaks, spills not adequately cleaned, and food and dirty dishes left out can all

lead to mold growth. Resident agrees to take all reasonable and appropriate steps to prevent conditions that may cause mold or mildew to develop in the Housing facilities, including following the recommendations contained in the publications referred to above. The Resident also agrees promptly to report to HRL any evidence of mildew or mold in any portion of Housing facilities.

13) RIGHT OF ENTRY

The University reserves the right for university personnel to enter the student's room for any purpose connected with the interest of the University. The right of entry is discussed in detail in the *Guide to Residential Living* under Room Privacy/Entry.

14) CANCELLATION OF CONTRACT

- A. First year students, required to live in the residence halls by the Campus Residency Policy (see Item #2 from the original Terms and Conditions), are not eligible to cancel their contract if they remain enrolled in the University. First year students who fail to enroll, cancel enrollment, or are academically dismissed are subject to appropriate cancellation fees and prorate charges as outlined (see Item # 14B).
- B. Students who are not required to live in the residence halls by the Campus Residency Policy (see Item #2 from the original Terms and Conditions) may cancel their contract at any time subject to appropriate cancellation fees (outlined as follows):

FALL 2026

Notification Date	Charge
Prior to 6/15/2026	\$45 application fee
6/15/2026 through 9/22/2026 <i>(Including those failing to enroll, canceling enrollment or being academically dismissed)</i>	\$45 application fee, plus \$100 cancellation fee, plus prorate for time occupied.
6/15/2026 through 9/22/2026 <i>(Room occupied, remaining enrolled)</i>	\$45 application fee, plus 35% of remaining contract value, plus prorate for time occupied.
9/23/2026 through end of fall semester	\$45 application fee, remainder of current semester housing contract value, plus 35% of Spring semester housing contract value.

SPRING 2027

Notification Date	Charge
Prior to 11/16/2026	\$45 application fee
11/16/2026 through 2/23/2027 <i>(Including those failing to enroll, canceling enrollment or being academically dismissed)</i>	\$45 application fee, plus \$100 cancellation fee, plus prorate for time occupied.
11/16/2026 through 2/23/2027 <i>(Room occupied, remaining enrolled)</i>	\$45 application fee, plus 35% of remaining contract value, plus prorate for time occupied.
2/24/2027 through end of spring semester	\$45 application fee, remainder of current semester, plus 35% of Spring semester housing contract value.

- C. Proration of contract charges will end on the last date each semester when the University provides one-half refund of tuition and fees. For Fall 2026, this date is 9/22/26 and for Spring 2027, this date is 2/23/27. After these dates, the percentage due to the remaining contract value increases. (as listed in the official university calendar).
- D. When applicable, the 35% or 50% remaining contract cancellation fee may be waived for students who: graduate; are student teaching; or leave campus for training authorized through an academic department. Students will be required to obtain documentation verifying this information from the Registrar's or the department and submit it to Housing & Residence Life in advance. Final approval from Housing & Residence Life will be required before these fees may be waived. Other fees associated with cancellation of contract and other properly billed charges will apply.
- E. All notification regarding cancellation must be in writing and made directly to Housing & Residence Life. Prior to check-in, notification date will be determined by postmark or by date of delivery to Housing & Residence Life. All cancellations must be approved by Housing & Residence Life after check-in. After check-in, the official cancellation date will be determined when all the following are completed; signed cancellation request is submitted to Housing & Residence Life Office and is approved, proper checkout with hall staff, RCR is signed, personal items removed, and all keys returned. This date serves as the ending date for prorate and other properly billed charges.
- F. Any student who is permitted and/or authorized to occupy a residence hall assignment outside the dates of this contract (i.e., early arrival, interim, etc.) are subject to all applicable policies, terms and conditions and cancellation charges based on date of occupancy (see Item #14B).
- G. Any student occupying a residence hall assignment for Fall 2026, who does not return to PSU for Spring 2027 semester, must notify Housing & Residence Life of cancellation and complete proper check-out with hall staff of their assignment no later than Wednesday, January 7, 2027. Failure to do so will result in full charges for semester interim being imposed, along with all applicable cancellation fees; prorate for time occupied and other properly billed charges.
- H. Federal Financial Aid regulations may prevent the use of federal aid dollars to cover cancellation fees and other non-refundable fees. Students need to consult with the Student Financial Assistance office regarding this issue.
- I. Students who do not check into their assigned residence hall by the "Last day to enroll or add classes without instructor permission" for that semester (as listed in the official university calendar) will automatically have their housing and dining contract cancelled as per that date, all cancellation fees will apply.

15) TERMINATION BY UNIVERSITY

- A. The University may terminate this contract if the student fails to fulfill financial obligations specified in this contract or if the student violates any of the terms of this contract or published University or Housing & Residence Life policies. In such cases, the student will be charged a cancellation fee of 50% of the remainder of housing value and 100% of the dining value, plus prorate for the time occupied.
- B. The University may terminate this contract if the student is charged or convicted of a crime or crimes against people or involving any other conduct that may threaten the safety or security of other residents. In such cases, the student will be charged a cancellation fee of

- 50% of the remainder of housing value and 100% of the dining value, plus prorate for the time occupied.
- C. The University may terminate this contract if the student loses status as a full-time enrolled student for any reason. In such case, the residents will be charged room and board fees for the time occupied in residence and cancellation fees or other fees (if applicable).
 - D. The University cannot be held liable for and reserves the right to terminate this contract if the room or residence hall should become uninhabitable due to public health emergency and/or damage or destruction by fire, weather, or another casualty. In such cases, the contract will be terminated, and the resident will be charged room and board fees for the time occupied.

16) SERVICES BY UNIVERSITY

The University agrees to provide utilities at no additional cost for the student. The student agrees to use the utilities in a conservative, economic, and efficient manner. Heating and cooling provided to residence halls are derived from a centralized system serving the entire campus. Initiation of these services is dependent on schedules determined by the PSU Physical Plant. Unpredictable weather patterns relative to atmospheric temperature may result in times where interior temperatures are less than optimal while procedures to commence heating and/or cooling are implemented. The University will not be liable for any delay or interruption in services (including heating or air-conditioning, water, steam, GUSNet, etc.) resulting from causes beyond its control, and such interruptions will not relieve the student from the obligation of this contract.

17) ACCOMMODATING STUDENTS WITH DISABILITIES

In accordance with The Rehabilitation Act of 1972 and the Americans with Disabilities Act, Pittsburg State University provides necessary services for students with disabilities. The University will provide reasonable accommodation for students with identified physical, mental, emotional, and learning disability limitations. Students with a disability which requires special consideration in housing accommodation must identify the needs and work with Housing & Residence Life personnel and the Student Disability Services Coordinator to meet those needs. Please begin by selecting <https://www.pittstate.edu/success/student-disability-services.html>

- A. Click on the "Online Forms", select Request for Residence Hall Accommodation. Complete and return form as instructed.
- B. Specified rooms in Willard Hall and Crimson Commons are specifically adapted for accommodating eligible disabled students (permanent and/or progressive). Students with a qualifying disability will receive priority in assignment to these rooms. Non-disabled students may request and be assigned to these rooms in circumstances where no requests for accommodations from eligible disabled students exist. The University reserves the right to reassign to alternate space non-disabled students occupying a space designated as specifically adapted for accommodating eligible disabled students. Students required to relocate under these circumstances are required to do so within 72 hours of receipt of notice.
- C. Emotional Support Animals are the only animals allowed within the Residence Halls outside of the Pet policy. Residents needing this accommodation must apply through the Student Disability Services office. Only upon approval by the SDS office and after meeting with Housing & Residence Life Administration Staff may an animal be permitted in the halls outside of the pet policy listed in the Guide to Residential Living.

18) WEAPONS

Pittsburg State will be in accordance with the Kansas Board of Regents policy. Pittsburg State University's full weapons policy is available online at www.pittstate.edu/weaponspolicy.

19) TOBACCO FREE CAMPUS

Pittsburg State University (PSU) is a drug free campus, as such the use or sale of tobacco products on PSU property is prohibited. This policy applies to all individuals. In addition to cigarettes, this policy applies to smokeless tobacco, vapes and e-cigarettes. The policy covers, but is not limited to, buildings, university grounds, parking areas, walkways, recreational and sporting facilities. Failure to abide by university policy may result in contract termination. This policy includes all residence halls and student rooms.

20) CONTRACT ENFORCEMENT

- A. **WAIVE.** The failure of the University to insist upon a strict performance of any term or condition of this contract or to exercise any right conferred by this contract will not be considered a relinquishment of the right to do so.
- B. **VALIDITY.** If any section or subsection of this contract becomes invalid, this will not affect the validity of the remainder of this contract.

21) RULES AND REGULATIONS

Upon signing the contract, the student agrees to abide by all University and Housing & Residence Life rules, regulations, and policies, including those contained regarding GUSNet and the *Guide to Residential Living*. These rules, regulations, and policies, along with any reasonable alterations communicated to residents, will be considered a part of this contract with the same force and effect as though written herein.