

**CONTRACT TERMS AND CONDITIONS FOR ON CAMPUS RESIDENCE HALLS  
SUMMER 2025**

**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 provide a room for the student in accordance with the terms of this contract.
- B. The student agrees to pay the University a room 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 Contract, in situations where appropriate, supporting circumstances exist.

**2. ELIGIBILITY REQUIREMENTS**

All students enrolled for one or more summer session courses are eligible to reside in a residence hall. Any student who has ever entered a guilty plea or an Alford plea to a felony offense, been placed on probation for or entered into a diversion program for a felony offense or been convicted of a felony or 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 Housing & Residence Life.

The Kansas Board of Regents requires state universities to establish policies that require all incoming students residing in university housing to be vaccinated for meningitis. Each newly enrolled PSU student living in university-owned group housing is required to be vaccinated for meningitis 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. See Bryant Student Health Center website for full details: <https://www.pittstate.edu/office/health-services/>

**3. CONTRACT PERIOD**

This contract is for the specific periods publicized in this contract and the specific periods chosen by the student in this contract.

- Spring Interim (May 17, 2025 through May 31st)
- Summer School Session I (June 1, 2025 through June 28, 2025)
- Summer School Session II (June 29, 2025 through July 26, 2025)
- Summer Interim (July 27, 2025 through August 14, 2025)

**5. PAYMENT, LATE FEES, STATEMENTS**

- A. Payments are to be paid to the University for housing accommodation, 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 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](http://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, procedures to evict the student from Housing & Residence Life will 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 the 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](http://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 Contract. Any balance due after financial aid and scholarships are applied must be paid.

## 7. DINING SERVICE

A. There is no meal plan included in the interim and summer session housing contracts.

## 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 system. If sufficient space is available, students may be given the option to pay for a single room. Students who fail to consolidate are subject to a single room charge and possible disciplinary action.

## 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 the Office of Housing & Residence Life.
- B. **PROCEDURES.** The student must follow checkout procedures outlined in the *Guide to Residential Living*. Students who do not properly check out will be assessed a \$25.00 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, including the outside of the room door, and will be charged for all damages 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 the bill.

## 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 in any manner it deems appropriate. Students are encouraged to carry renter's insurance.
- B. **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. Health and Safety checks may be done throughout the summer by Housing Staff and students must be compliant. Residents will be charged for excess cleaning costs.
- C. **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.

## 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 Entry/Privacy.

## 14. CANCELLATION OF CONTRACT

- A. Interim housing cancellation will result in no refund of room rental fee.

- B. All notification regarding cancellation must be in writing and made directly to the Office of Housing & Residence Life. Prior to check-in, the notification date will be determined by postmark or by date of delivery to Housing & Residence Life. All cancellations must be approved by the Housing & Residence Life office 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 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.
- C. 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 cancellation charges based on date of occupancy (see below).
- D. 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.

#### **Summer Session I**

##### **Notification Date**

##### **Charge**

-Prior to May 17, 2025	\$0
-May 17, 2025 through May 31, 2025	50% of pre-payment
-June 1, 2025 and after, <u>room not occupied</u>	100% of pre-payment
-June 1, 2025 and after, <u>room occupied</u> (failing to enroll, cancelling enrollment or being academically dismissed)	100% of pre-payment plus prorate
-June 1, 2025 and after, <u>room occupied</u> , remaining enrolled	35% of remaining contract

#### **Summer Session II**

##### **Notification Date**

##### **Charge**

-Prior to June 9, 2025	\$0
-June 9, 2025 through June 28, 2025	50% of pre-payment
-June 29, 2025 and after, <u>room not occupied</u>	100% of pre-payment
-June 29, 2025 and after, <u>room occupied</u> (failing to enroll, cancelling enrollment or being academically dismissed)	100% of pre-payment plus prorate
-June 29, 2025 and after, <u>room occupied</u> , remaining enrolled	35% of remaining contract

**NOTE:** Cancellation charges are applied for cancellation of any contract based on an appropriate date of receipt of cancellation notice regardless of whether a student completes enrollment.

#### **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 policy. In such cases, the student will be charged a cancellation fee of 35% of the remainder of the contract price 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 35% of the remainder of the contract price plus prorate for the time occupied.
- C. The University may terminate this contract if the student loses status as an enrolled student for any reason. In such a 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 derives 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, phones, 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 Disabilities Director 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 (113, 217, 317, 414) and Crimson Commons (101c, 113c, 123c, 133c, 136c, 143c, 146c) 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.

**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 <https://www.pittstate.edu/police/files/documents/Concealed-Carry-Weapons-Policy.pdf>.

**19. TOBACCO FREE CAMPUS**

Pittsburg State University (PSU) is a tobacco 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, clove cigarettes 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 signature of 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.