

# Summer 2024 Housing Terms and Conditions

## Housing Rates for Summer 2024

**PLEASE READ THIS DOCUMENT CAREFULLY AND COMPLETELY.**

This document is a legal and binding agreement between you and Oregon Tech Housing and Residence Life. You are expected to read the entire document before agreeing to the terms and conditions.

All students will be required to live in the Village for the summer.

Room Type	Term Cost
Village	\$1000

**PLEASE READ THIS DOCUMENT CAREFULLY.** This Contract is a legal and binding agreement between you and Oregon Tech once it has been signed by you and an authorized representative of Oregon Tech. **Ignorance of the contract terms and conditions is not a viable justification for failure to comply with all TERMS AND CONDITIONS of the contract.**

Only the Director of Housing and Residence Life or their designee can make exceptions to the Contract Terms and Conditions. If you have any questions about the meaning of any specific provision of this Contract, please contact the Office of Housing and Residence Life at 541-885-1094 or at [housing@oit.edu](mailto:housing@oit.edu). By e-signing this Contract, you agree to accept your room assignment and understand this assignment may change.

This is not a lease or license. Neither this Contract nor your occupancy of space in University Housing is subject to the "Oregon Residential Landlord and Tenant Act." **This Contract creates no right to occupy a particular room in a particular residence hall.** This Contract obligates Oregon Tech Housing and Residence Life to provide you with housing only as set forth in this Contract. All portions of on-campus housing remain under the exclusive ownership and control of Oregon Tech. Oregon Tech and those acting on its behalf or at its request may, when warranted, remove any person from on-campus housing without resort to the procedures set forth in ORS 105.105 through 105.168. Such procedures are expressly, knowingly, and voluntarily waived by execution of this Contract.

The application for accommodation, the deposit made in connection therewith, the assignment to space and occupancy are subject to the following Contract Terms and Conditions. Rates are proposed until approved and are updated annually upon approval. Rates can be found at [www.oit.edu/housing](http://www.oit.edu/housing).

This contract is based on the established educational goals of the University, consideration for other residents, health and safety standards, and compliance with established laws and University policies. Oregon Tech actively promotes cultural diversity and equal opportunity. We honor the humanity that joins us, and we celebrate the differences that distinguish us. Housing and Residence Life expects all residents will actively engage in creating welcoming communities that value all members without regard to race, color, sex, sexual orientation gender, gender identity, gender expression, national origin, age, religion, marital status, disability, or veteran status.

Housing and Residence Life staff are available to discuss any questions you may have. For more information about a housing space that best suits your needs, please call 541-885-1094 or email us at [housing@oit.edu](mailto:housing@oit.edu).

Oregon Tech Housing and Residence Life Calendar:

The Summer 2024 schedule for opening and closing of all on-campus housing. Subject to change:

Summer Opening: June 22, 2024 at 9:00 am

Summer Closing: August 17, 2024 at 11:00 am

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### 1. Definitions.

As used herein, the term

- a. **“Resident”** means the student who has entered into this Housing Contract with Oregon Tech.
- b. **“Housing Office”** refers to the Office of Housing and Residence Life at Oregon Tech.
- c. **“Deposit”** means the \$150-\$50 of which is a non-refundable application fee- incident to procurement of housing, or whatever part of the refundable portion may remain after deductions are made therefrom.
- d. **“Summer Term”** means the period beginning on the day University housing opens for the Summer term through the date University housing closes following the last day of Summer term.
- e. **“Contract”** refers to this Contract once it has been signed by a student and an authorized representative of University.
- f. **“University”** and **“Oregon Tech”** refer to Oregon Institute of Technology.
- g. **“Oregon Tech Policies”** refers to the terms of the *Student Housing Handbook*, *Student Handbook*, *Student Code of Conduct*, this contract, and any other policy, rule, or regulation of Oregon Tech, including all Housing and Residence Life policies, regulations, and rules.

### 2. Duration of Contract.

This Contract commences on Saturday June 22, 2024 (or such later date as Resident and University enter this Contract) and ends Saturday, August 17, 2024 at 11:00 am. Residents arriving late or departing early will be charged on a prorated basis. Summer residents will be charged a minimum of 15 days. Residents assigned to a space late, but within the first 15 days of the contract period and those who leave within the last 15 days of the term

pay the entire term housing charges. Residents residing in Housing during Spring term 2024 **must remain living in their spring term space until instructed to move by the Housing Office.**

Summer residents with a 2024-2025 Housing Contract can stay on campus from the end of Summer term until Fall opening without additional housing charges. If no 2024-2025 Housing Contract is in place, resident must check out by 11:00 am on Saturday, August 17, 2024.

If early arrival for Fall term 2024 is required, the Resident must apply for Early Arrival housing. All early arrivals will be charged \$75 per week until housing opens for fall term on September 21, 2024.

### **3. Eligibility for University Housing.**

To be eligible for University housing during Summer term, Resident must be an incoming or current Oregon Tech undergraduate student or graduate student enrolled in summer classes **OR** have a connection to a campus department to be eligible for on campus housing. Other requests for on campus housing may be granted on a case-by-case basis and at the sole discretion of the Director of Housing and Residence Life.

### **4. Contract Type.**

This Contract is for a bed space within a University housing facility and **not for a particular room or type of housing.** This Contract is personal to Resident and not transferable or assignable to another person. By signing this Contract, Resident agrees to accept their room assignment, and understands that this assignment may change during the Summer term.

### **5. Application and Deposit.**

The applicant must be admitted to a degree program at Oregon Tech (or OHSU School of Nursing) to be eligible for on campus housing. The applicant must bind self to the terms and conditions of this Contract by completing, and e-signing, this Contract, and any other required form(s), accompanied by a \$150 housing deposit (the "**Deposit**"), of which \$50 is a non-refundable application fee, which is fully earned by University immediately upon payment by applicant. **No financial aid awards may be used to pay the Deposit.** An applicant under 18 years of age must have this Contract countersigned by a parent or legal guardian using the Parent Signature link at [www.oit.edu/housing](http://www.oit.edu/housing). **If the applicant has a current housing deposit on file no additional deposit is required for Summer term.**

### **6. Opening and Closing**

The opening and closing dates for Housing and Residence Life can be found at [www.oit.edu/housing](http://www.oit.edu/housing). The opening date is the first day your University assigned space is available to you and the closing date is the last day.

#### **a. Check-In**

Each resident must complete the Check-In process prior to residing in their assigned room. The Check-In process includes arrival on campus, notifying Housing staff you are taking occupancy of your assigned room, and obtaining keys from staff.

#### **b. Arrival Dates**

Information regarding check in dates for each academic term are shared via email to your oit.edu address.

#### **c. Pre-contract Arrivals**

If a resident is required by a University department to attend a specific university program prior to the Check-In dates, the Resident must complete a summer housing application to request an early arrival. Early Check-In daily charges will be applied based on the date of Check-In prior to the opening date on a prorated basis, or Resident will be charged the early arrival weekly rate, whichever is most cost effective for the Resident.

### **7. Building and Room Assignments.**

- a. Housing assignments are made without regard to race, religion, or national origin.
- b. Assignment to a University housing facility and occupancy thereof are ultimately contingent upon Resident's final acceptance for admission at University, timely payment of the Deposit if still needed, Resident's full-time enrollment in summer/fall term classes, and availability of space. Housing assignments and decisions to accept an applicant for University housing may be based on previous behavior or conduct of the applicant.

- c. The Housing Office makes reasonable efforts to assign housing to every Resident in accordance with roommate preference. Housing does not make any guarantees to meet all requests or guarantee compatible roommates.
- d. Only Resident may officially check in (pick up and sign for access to the assigned room and building) and occupy the housing space assigned to Resident.
- e. If Resident occupies an apartment that is not fully occupied, resident needs to keep the common areas ready for a new roommate to move in at any time or face disciplinary actions and possible fines or fees. This includes having common areas (kitchen, living area, and shared bathrooms) clean with space available for a new occupant's items.
- f. Oregon Tech Housing and Residence Life reserves the right to make or change room assignments at any time, including, but not limited to purpose of consolidation of space or imposition of sanctions as a result of conduct or contract violations.
- g. Refusal of a Roommate: If there is a vacancy during this Contract, refusal (including but not limited to verbal, behavioral, or other means of rejection) of a roommate or unwillingness to work with Housing and Residence Life staff in finding/accepting a roommate will result in disciplinary action. Refusal of a roommate may also result in a new living assignment (to another hall/room).
- h. Resident may not change rooms without Housing Office approval in accordance with the applicable room change policies. If Resident changes rooms without authorization, Resident may face disciplinary actions, financial costs, and may be required to return to assigned space.
- i. Resident may not live in a Village apartment alone. If this occurs, Resident will be subject to the consolidation process described in paragraph 7(f) and will either accept new roommates or move to another housing assigned space.
- j. All rooms in University housing will be inspected for health and safety standards and compliance with the terms of this Contract. If Resident's space is found below health and safety standards, Resident is given three (3) days to rectify all documented issues in the space up to the prescribed health and safety standards. If the issues are not addressed within period allotted, Housing and Residence Life staff will remedy the issue(s) and charge Resident's University student account for associated costs.
- k. Gender inclusive housing (housing to meet the needs of those wishing to live in an inclusive space) may be available on a case-by-case basis. For more information, please fill out the Gender Inclusive Housing request form at [www.oit.erezlife.com](http://www.oit.erezlife.com).

## 8. Occupancy.

Except as indicated in this paragraph, Resident housing assignments will be held until 5:00 p.m. Monday, June 24, 2024. If Resident is unable to officially check in and take occupancy before this deadline, Resident must notify the Housing Office and share their new check-in date. Failure to take occupancy by the deadline or the delayed occupancy date may, at Oregon Tech's sole discretion, result in cancellation of the room assignment.

## 9. Termination of the Contract.

Resident agrees to reside in University housing from the date Resident checks in through August 17, 2024.

- a. Before check-in, Resident may cancel this Contract by submitting the Housing Cancellation Form, available at [www.oit.erezlife.com](http://www.oit.erezlife.com). The refundable portion of the Deposit will be credited back to Resident's student account if the Housing Cancellation Form is received in the Housing Office on or before Monday, June 3, 2024, otherwise the entire Deposit will be retained by Oregon Tech. To cancel, please submit a [Housing Cancellation Form](#) found at [www.oit.edu/housing](http://www.oit.edu/housing).
- b. After check-in, this Contract may only be terminated prior to August 17, 2024 for one of the following reasons:
  - i. Resident withdraws or is dismissed from University (unless the withdrawal or dismissal is a result of a disciplinary action). Upon such termination, University will retain the entire Deposit, as liquidated damages but not as a penalty, but student will not be charged for University housing fees for any subsequent academic terms.
  - ii. Resident withdraws or is dismissed from University as a result of a disciplinary action; such termination will be effective as of the date of such withdrawal or dismissal and the University housing fees for the remaining Summer term will be charged to Resident. Upon such termination,

University will retain the entire Deposit, as liquidated damages but not as a penalty, but student will not be charged for University housing fees for any subsequent academic terms.

- iii. During the term of the Contract, if Resident marries, enters into a domestic partnership, or becomes a parent, termination of this contract will be effective as of the date Resident provides Housing Office with proof of marriage, domestic partnership, or parental status. In such event, the University housing fees for the current term will not be prorated, University will retain the entire Deposit, as liquidated damages but not as a penalty, but student will not be charged for University housing fees for any subsequent academic terms.
- iv. The Resident experiences significant and unforeseeable hardships outside of the resident's reasonable control, and the University, in its sole discretion, agrees to terminate this Contract. In such event the termination date and payment of University housing fees will be agreed upon between Resident and University in writing.
- v. Resident may be immediately removed from University housing for violating the terms of this Contract or any Oregon Tech Policies, including nonpayment of amounts owed to Oregon Tech, as well as amounts charged to Resident's student account. If so removed, Resident will be responsible for the full University housing fees for the remainder of the Academic Term, as liquidated damages and not as a penalty.

If Resident is under 18 years of age and requesting a termination of this Contract, the request must be accompanied by written consent from Resident's parent or legal guardian.

- c. Withdrawing from Oregon Tech
- d. If the Resident withdraws from Oregon Tech, the Resident must complete their Check-Out within three days of withdrawing.

## 10. Check Out

Residents must complete the Check-Out process prior to leaving their Room and on-campus housing. This includes but is not limited to, Check-Out upon change of Room, cancellation of this contract by the student or termination by Housing and Residence Life. Information about standard Check-Out dates for each academic term can be found at [www.oit.edu/housing](http://www.oit.edu/housing).

### a. Check out Procedures

The Check-Out process includes the following, during the Check-Out dates or a separately pre-arranged date and time:

- If applicable, notifying student staff member in the community of intent to leave on-campus housing at least 24 hours prior to Check-Out
- Completing the Check-Out checklist
- Removing all personal belongings and cleaning the Room
- Completing all necessary paperwork provided by Housing staff, and
- Returning keys to Housing staff

In the event that a Resident is unable to retrieve their belongings and complete the Check-Out procedures, the student or their notarized personal representative will need to plan with the Housing Office.

### b. Failure to Check Out

Housing and Residence Life will charge Residents the full Room rates until Check-Out procedures are completed. If a Resident fails to complete Check-Out, Housing and Residence Life may charge additional fees to change the Room lock and for improper Check-Out.

### c. Mailing Address

Residents must provide a current mailing address to Housing and Residence Life until all liabilities and claims are paid.

### d. Abandoned Property

Any personal property left behind by the student after Check-Out are deemed abandoned, and the University is entitled to dispose of it in any manner.

## 11. Financial Requirements.

Per the electronic signature on this housing contract, Resident agrees that a housing assignment obligates Resident to pay in full for such accommodations, whether occupied or not, except as otherwise provided in this Contract.

Except as explicitly provided in this Contract, housing fees for the entire Summer Term will not be reduced, refunded, or prorated for any reason.

Payment for University housing for the Summer term is due by end of 2<sup>nd</sup> week of Summer term. Resident hereby authorizes University to charge Resident's University student account for all fees and charges of Resident incurred under this Contract. Any housing fee or charge that is charged to Student's account will be considered delinquent if not paid in full by the end of the second week of the applicable academic term and will be payable according to University's payment requirements, policies and practices related to delinquent accounts (refer to Business Office for more details), including, accrual of interest and other charges and registration and transcript holds.

## **12. Appeals.**

Exceptions or modifications to the terms of this Contract may be requested by petition. Petitions are reviewed on a case-by-case basis. An exception granted to one provision of this Contract shall not be construed as a waiver of any other provisions of this contract. The Housing Office retains sole discretion in granting or denying petition appeals and all decisions are final. Requests for exceptions or modifications to this Contract can be submitted through the Housing Appeal form found at [www.oit.edu/housing](http://www.oit.edu/housing). **Appeal requests received after 30 calendar days of a checkout will not be reviewed.** No change or modification to this Contract will be effective unless such change or modification is agreed to in writing by the Director of Housing and Residence Life.

## **13. Deposit.**

The refundable portion of the Deposit is a guarantee of Resident's full performance under this Contract, including against breach of this Contract by Resident or termination of occupancy prior to full payment of University housing fees owed. The entire Deposit will be retained by University, as liquidated damages, and not as a penalty, in the following cases:

- a. Resident seeks to terminate this Contract after Monday, June 3, 2024.
- b. Failure of Resident to pay all outstanding University housing fees and charges owed by July 12, 2024, if University, in its sole discretion, terminates this Contract because of such failure.
- c. Failure of Resident to take occupancy of the assigned University housing space by the deadline described in point 7.
- d. Failure of Resident to promptly comply with established check-out procedures upon termination or expiration of this Contract.

University may apply all or any portion of the Deposit against the cost to repair damages to University property caused by Resident or related to Resident's breach of this Contract, or to any other fees or charges owed to University by Resident pursuant to this Contract. If the cost to repair damages caused by Resident or related to Resident's breach of this Contract exceeds the amount of the refundable portion of the Deposit, or remaining balance thereof, Resident is responsible for and must promptly pay to University the overage of such costs. Refunds of the refundable portion of the Deposit, when due, will be credited to the student's University account within 30 days after termination or expiration of this Contract.

## **14. Room Condition.**

Resident must sign a Room/Apartment Condition Report noting the condition of the room/bedroom and associated common spaces assigned to Resident upon check in and acknowledge receipt of room key and prox card. A final inspection will be conducted at the time of Resident's checkout as described in the [Student Housing Handbook](#) found on the Oregon Tech Housing and Residence Life webpage. Resident is required to notify Housing Office if repairs of University property are needed through the online work order system in TechWeb. Resident is not permitted to make or contract for repairs of University property.

Resident must check out of the assigned room BEFORE leaving at the end of the Summer Term unless Resident has a 2024-2025 housing contract. If Resident has an academic year contract, the Housing Office will coordinate your move to your fall room assignment the week of July 31, 2023. As a part of the checkout process, Resident is responsible for turning in all key(s) and prox card and completing a final inventory of the room/apartment and associated communal area spaces with a member of the Residence Life staff. All personal belongings must be

removed from the room/apartment before a check out begins. Failure to follow or complete the checkout process may result in an improper checkout charge and additional housing charges accrued.

All University provided furniture is required to stay in Resident's assigned room at all times. Resident is strongly discouraged from bringing additional furniture into the room due to space restrictions. No storage is available for housing or personal items.

Resident is responsible for cleaning assigned room/apartment and transporting trash and recyclables to the appropriate dumpsters and containers. Misuse of any Housing products or supplied services may result in disciplinary action and charges to Resident's student account.

#### **15. Damages and Losses.**

Resident is financially responsible for all damages to and losses of University property attributable to their acts, omissions, or neglect. In the event that damage to University property cannot be attributed to a specific resident or group of residents, the charges for such damage will be allocated among all residents of a community, floor, or the entire building, based on University's reasonable discretion. Such charges will be added to Resident's student account, plus a 15% administrative fee. Acts of vandalism are subject to financial and disciplinary actions and to prosecution by State authorities. A charge will be assessed against Resident if found responsible for tampering with fire alarms, smoke detectors, or other fire life safety equipment on campus (including, but not limited to, disconnecting, or removing the battery or by other means rendering the smoke detector inoperable or removal of EXIT signs or emergency stickers on the bedroom door).

#### **16. Right of Entry.**

Resident hereby authorizes University and its representatives to enter into Resident's room/apartment, as reasonable or necessary, to make repairs, replacements or perform maintenance, assess Resident's compliance with the terms of this Contract and other applicable rules and regulations, and in the event of an emergency. Regularly scheduled and announced room inspections and fire/life safety inspections will be conducted by University personnel (or their delegated representatives) for maintenance, safety, health, and sanitation purposes, and to assess Resident's compliance with the terms of this Contract. University personnel may conduct unannounced room inspections when reasonable suspicion exists that a violation of this Contract or any Oregon Tech Policy is occurring.

#### **17. Personal Property.**

The Housing Office and University assume no responsibility and Resident hereby releases the Housing Office and University from and against all liability and claims for any loss, theft of, or damage to Resident's personal property and effects, or that of Resident's guests, occurring in, on, or around the resident room(s), public areas, laundry, storage rooms or elsewhere on campus, even if the loss, theft or damage results from the acts or omissions of University or its personnel, agents, or contractors. **It is always the Resident's responsibility to keep assigned room/apartment locked and valuables secured.** Residents are strongly encouraged to obtain and carry renter's insurance to protect against loss or damage to personal belongings.

#### **18. Housing Assignments.**

The University and Housing Office reserve the following rights at any time during the Summer Term:

- a. To change or cancel room assignments in the interest of order, discipline, or substantial administrative reasons, including, but not limited to, consolidating space, conserving energy, protecting the welfare of residents or other economic and safety reasons.
- b. To prohibit non-residents from being on the premises of University Housing in the interest of order or for disciplinary or substantial administrative reasons.
- c. To revise, amend, supplement, or repeal Oregon Tech Housing Policies. Such revised, amended, or supplemented Oregon Tech Policies shall be binding on Resident upon adoption.

#### **19. Conduct, Breach, and Noncompliance.**

Resident is responsible for complying with all Oregon Tech Policies and each and every term of this Contract. Disciplinary sanctions as serious as suspension or expulsion from University and removal from University Housing

with concomitant risks of monetary loss as stated in this Contract or the Oregon Tech Policies may result if Resident is found to have committed, attempted to commit, or assisted in committing any violation of the Oregon Tech Policies or this Contract. Noncompliance with any Oregon Tech Policies will be deemed a breach of the terms of this Contract and may result in disciplinary action under Oregon Tech's Policies. Such non-compliance may also result in removal from on-campus housing and termination of this Contract by the University. This Contract may be terminated by the Housing Office for any of the following reasons:

- a. If Resident's behavior requires inordinate attention from staff members, roommate(s), or community members.
- b. If Resident's activities endanger health, safety or welfare of self or others.
- c. If Resident engages in gross or disruptive behavior.
- d. If Resident ceases to be eligible to live in University housing, for any reason.
- e. If Resident violates any Oregon Tech Policies or the terms and conditions of this Contract.
- f. If Resident abuses or damages University facilities or property.

In the event the University terminates this Contract for any of the foregoing reasons, (a) Resident will remain responsible for University housing fees for the Summer Term and the Housing Deposit will not be returned to Resident, and (b) Resident may also be subject to disciplinary action, prosecution, judicial review, legal fees, and be required to pay the costs for damage caused to University facilities or property, as deemed appropriate by University officials.

#### **20. Interruptions of Service.**

The Housing Office is not responsible for the continuation of mail, custodial services, heating/air conditioning, maintenance, or security services at normal levels in the event of a natural disaster, strike, or lockout of public employees or suppliers' employees, power/water/sewer interruptions from on or off-campus sources, or in the event of other circumstances beyond the control of Housing Office.

#### **21. Construction Activity.**

Housing and Residence Life staff and affiliated partners will work in and around all residential facilities throughout the summer months. Work will begin as early as 7:00 am. If an earlier start time is warranted, residents will be notified 24 hours prior to the start day and time.

Construction on the new residential facility will be taking place this summer at the tennis court area near the housing facilities. There will be large machinery at the site and noise and dust caused by the work.

#### **22. Summer Room Consolidation.**

Summer residents may be required to move to a designated Summer space.

(end of document)