

# Traditional Hall Housing and Meal Plan Guide and Contract

Residential Life and Dining & Culinary Services  
Pacific Lutheran University  
2010-2011



\*If Student is under 18 years of age, the signature of a parent or legal guardian is required. Please contact the PLU Residential Life Office for a paper copy of this contract.

## TERMS AND CONDITIONS OF RESIDENCE

(Please read prior to signing the contract and keep for your reference)

The 2010-2011 Academic Year Housing & Meal Plan Contract, is set out below. Please read all sections of this document carefully. When signed or accepted, it becomes a legal and binding contract and governs the conditions under which PLU agrees to provide food and housing for the Student who is party to this agreement. An active PLU ID is required to access the provisions of this Contract. It is the Student's responsibility to maintain an active PLU ID at all times.

## HOUSING

### TERMS AND CONDITIONS OF RESIDENCE

Living in university housing is an integral part of the educational experience at PLU. Residential Life has developed its housing rules and regulations to foster an environment that supports co-curricular learning. PLU reserves the right to determine who may live in its housing at any given time. When PLU, in its discretion, determines that any individual (resident or guest) residing in its housing is jeopardizing the educational experience for that individual or any PLU student(s), PLU may remove that individual from PLU housing with or without notice, as circumstances warrant.

### Residency Requirement

Pacific Lutheran University requires that all single, full-time (enrolled in 12 or more semester hours) students live in University housing unless:

- 1) The student lives at home with parent(s), spouse, or child within 30 driving miles of PLU's address
- 2) The student is 20 years of age or older on or before:  
September 1, 2010 – Student exempt for the academic year.  
February 1, 2011 – Student exempt for spring semester.
- 3) The student has achieved Junior status (completed 60 semester hours) prior to:  
September 1, 2010 – Student exempt for the academic year.  
February 1, 2011 – Student exempt for spring semester.

Students are not required to reside in University housing during summer sessions.

Eligibility for University housing is restricted to matriculated students registered for, and attending class in, the term in question. Priority for University housing is given to students enrolled for a minimum of 12 semester hours each semester and an approved course of study for January Term. Part-time and "special" students may be assigned housing as space permits.

Dropping to part-time status from full-time status does not cancel a housing contract.

Students who qualify to live off campus and choose to do so, but have signed a housing contract, must submit a cancellation to the Office of Residential Life. [Reference Cancellation Penalty Schedule below].

A resident student contracts for a space in a residence hall, but not for a specific hall, room, or roommate assignment. The University reserves the right to:

1. assign roommates unilaterally,
2. reassign students who are without roommates,
3. use a room when it is not occupied,
4. assign single rooms,
5. reassign students to different rooms or residence halls in the event such reassignments are determined necessary.

Under no circumstances may a student sell, transfer, or sublet his/her contract to any other person, including another student.

### **AGREEMENT PERIOD**

The residence halls will be open to receive new students only at 9:00 a.m. on Thursday, September 2, 2010. Continuing students may check-in after 11:00 a.m. on Thursday, September 2, 2010. Students may not occupy or leave personal belongings in any student room or hall before this time unless they are participating in a University scheduled program, and have prior approval from Office of Residential Life personnel. An additional fee may be required.

Students must vacate their rooms within 24 hours of their last examination each semester. Fall semester residents who cancel their housing for January Term (J-Term) and spring semester must check out prior to 6:00 p.m. on Friday, December 17, 2010. Fall semester and January Term residents who cancel their housing for spring semester must check out prior to 6:00 p.m. on Wednesday, February 2, 2011. In the spring, the residence halls close at 6:00 p.m. on Friday, May 27, 2010. Graduating seniors and others approved to participate in commencement may stay until 6:00 p.m. Sunday, May 29, 2010.

**Winter Break:** Residence halls are closed during Winter Break. Space will be provided during the break in a specified hall, at an additional charge, for students who make prior arrangements with Residential Life. The halls will close for Winter Break at 6:00 p.m. on Friday, December 17, 2010 and re-open for January Term at 1:00 p.m. on Sunday, January 2, 2011.

**January Term: No student may stay in the residence hall during January Term unless enrolled for an approved course of study (unless prior approval has been obtained through Residential Life),** even if the student has resided on campus during the fall semester and/or will be in the hall for spring semester. Students found in violation of this policy will be charged for board and will be subject to disciplinary action. Students living on campus during January Term are required to take board on campus.

Students who will be on campus for less than seven days during January Term must cancel their housing in writing prior to the end of fall semester, December 17, 2010. Students who do not cancel their housing will be charged for a non-refundable meal plan. Cancellation of housing for January Term will automatically cancel the student's meal plan.

Student belongings may remain in their room if they are planning to return to that room for spring semester. Students who have been assigned to a different room or residence hall for spring semester must confirm their moving date with their Resident Director prior to leaving for January Term.

**Summer Housing:** A limited amount of space is available for Summer School Housing. Dates available and agreed to, are outlined on the Summer 2011 housing application.

### **CANCELLATION OR TERMINATION OF CONTRACT**

The Housing Contract is an academic year contract. A student who no longer wishes to live on campus and is eligible to do so based on the University's Residency Requirement must cancel their contract, in writing, to the Office of Residential Life. This includes students who are graduating, studying away, withdrawing from the University, living off campus, or living at home.

This contract may be terminated under the following conditions and may incur contract cancellation penalties [Reference Cancellation Penalty Schedule below].

- If a student officially cancels enrollment with the Student Services Center (with Official Withdrawal Form) at PLU; or
- If a student violates the terms of this contract, University regulations, local, state, or federal laws, the University reserves the right to cancel the Housing Contract with no refund of room payment; or
- If a student is not required to live on campus as outlined in the Residency Requirement.

## **CANCELLATION PENALTY SCHEDULE**

Once executed, Housing Contracts will be cancelled only by written notification to the Office of Residential Life. (Email or facsimile will also be considered written notice).

Cancellation for fall semester or the entire academic year will carry the following penalties:

- Cancellation by 5:00 p.m., June 1, 2010, no penalty;
- Cancellation between June 1, 2010 and 5:00 p.m. July 1, 2010, \$200.00 penalty;
- Cancellation after 5:00 p.m. July 1, 2010, \$400.00 penalty.

Cancellation for spring semester will carry the following penalties:

- Cancellation by 5:00 p.m., December 1, 2010, no penalty;
- Cancellation between December 1, 2010 and 5:00 p.m. January 1, 2011, \$200.00 penalty;
- Cancellation after 5:00 p.m. January 1, 2011, \$400.00 penalty.

## **HOUSING CHARGES**

Housing charges accrue in accordance with the Agreement Period referenced above. Students checking in 10 days after the official opening date will be pro-rated based in accordance with assigned move-in dates dictated by the Office of Residential Life.

For students cancelling their housing: effective refund dates will be determined at the discretion of Residential Life from one of the following: Room Condition Report (completed when checking out of a residence hall room), Official Withdrawal Form, Housing Cancellation Form, or written housing cancellation notice received in the Office of Residential Life. Student having signed a Housing Contract but not returning to PLU must complete one of the above for a refund. Refunds are not provided for unused services or meals except as provided above and/or in the meal contract. The student will be assessed the appropriate penalty [Reference Cancellation Penalty Schedule] in addition to being charged a pro-rated value for the nights of occupancy with the total charge not to exceed one full semester's room charge

A student enrolled at the University and living off-campus without the approval of Residential Life, is in violation of the Residency Requirement. Such students will be held responsible for the room charge for that period and a hold may be placed on their account or the student may be dismissed from the University.

### **Room Rates per academic year**

- Double Occupancy room charge: \$4,236.00
- Designed Single: \$5,236.00
- Single Double or Single w/Bath: \$5,436.00

## **TERMS & CONDITIONS OF OCCUPANCY**

**Alcoholic beverages**—for complete statement of policy refer to the Student Code of Conduct in the PLU Student Handbook. The use or possession of alcoholic beverages is prohibited on campus and in the residence halls. The University reserves the right to confiscate and dispose of alcoholic beverages and/or containers found on the premises. Empty alcohol containers and brewing equipment are similarly prohibited.

**Drugs, Narcotics, and Acids**-- for complete statement of policy refer to the Student Code of Conduct in the PLU Student Handbook. The use, possession, or distribution – or in any way assisting anyone to use, possess or distribute – any dangerous and/or illegal drugs, narcotics, or acids (as defined by Federal Law and the R.C.W. Controlled Substance Act F) is prohibited in the residence halls. Substance and/or paraphernalia so prohibited will be confiscated and disposed of by University staff members and appropriate disciplinary action initiated.

**Furnishings and Responsibility for Institutional Property** - The University will furnish each student with a single bed, desk, chair, overhead light, dresser, closet and blinds. Students must provide their own study lamps, linens, rugs, and other furnishings. (See below for prohibited items.) Laundry facilities are available in all residence halls.

University furnishings may not be removed from student rooms, lounges or halls. Exceptions to this policy must be approved through the Resident Director. All attached room furnishings must remain attached.

Penalties for moving such furnishings may include fines (as listed on the Room Condition Report) and/or disciplinary proceedings.

At move-in each student is required to sign a Room Condition Report (RCR) indicating condition of the room and furnishings. Failure to return RCR forms to the hall staff as requested will result in an improper check-in charge. Moving into a room without prior approval will result in an improper check-in charge.

At check-out, the occupant(s) of the room will be charged if inspection by University staff reveals damages or uncleanliness beyond normal wear to the room and/or its furnishings. At any time, if individual responsibility for damage, loss or defacement cannot be determined, charges may be assessed equally to floor residents for damage to their floor facilities or to all hall residents for damage to hall facilities. Hall Government may be consulted in these cases.

Limited storage space is available to residents during the academic year. Access will be restricted to specific times of year. See Storage Guidelines for a complete statement of policy.

Non-PLU lofts/bunks are prohibited on-campus. All lofts/bunks must only be University provided. The University has a limited amount of loft/ bunk pieces available for check-out through the hall staff. Each student who checks-out loft /bunk pieces from the University is required to sign a form taking responsibility for these pieces during the time period the pieces are issued.

**Guests**--for complete statement of policy refer to the Student Code of Conduct in the PLU Student Handbook. Rooms are to be occupied only by the student(s) for whom they are reserved except in the case of temporary guests, who must abide by all University regulations. Guests may stay no more than: four consecutive nights, any four nights out of seven, or any eight nights out of thirty. The University reserves the right to ask guests of residents to leave if they are violating University regulations, federal, state or local laws, and/or disturbing other residents. PLU students are responsible for their guests' behavior.

**Keys** – Resident keys will be issued upon check-in at no charge. Students must promptly return their keys whenever their Housing Contract is terminated or they change rooms during the academic year. When a room, mail or entrance key is reported lost or stolen, a key request and work order will be issued, the lock changed, and a fee charged. Room, mail, or entrance keys may not be duplicated or given to other students. A student who illegally possesses, uses, or duplicates a University key will be subject to disciplinary action.

**Payment** - Upon registration, the student and his or her parents or legal guardian agree to accept the responsibility and legal obligations to pay all tuition costs, room and meal fees, and other special fees incurred or to be incurred for the student's education. Such costs include, but are not limited to, tuition, room and board, fees required for certain specialized courses and other special fees which may be assessed from time to time. Although the students' parents or legal guardian may serve as co-signer with the student, the student remains primarily responsible and legally obligated to Pacific Lutheran University for these costs.

The University, in turn, agrees to make available to the student certain educational programs and the use of certain University facilities, as applicable and as described in the University Catalog. A student's failure to pay University bills shall release the University from any obligation to continue to provide the educational benefits and services. Such benefits and services include, but are not limited to, statements of honorable dismissal, grade reports, transcripts of records, diplomas, letters of recommendation, pre-registrations, admittance to classes, housing in the residence halls and the use of University facilities. Under certain circumstances the University may apply student paychecks to unpaid balances.

**Personal Property** - The University will make every reasonable effort to protect the personal property of residents, but will not be liable for articles lost, stolen, or damaged by fire, water, heat and/or other natural disasters. When storing goods in University space, students assume the risk of loss or damage.

Students should consider the purchase of insurance to cover the loss of, or damage to, personal property. Students may also be eligible under an extension of parent or legal guardian insurance; verification is solely the resident's responsibility.

Personal items may not be stored in hallways, lounges, bathrooms or any other residence hall common area.

**Pets** - Fish are the only pets allowed in student rooms. Fish tanks larger than 25 gallons are not permitted.

**Prohibited Possessions** –refer to Student Handbook for a complete statement of policy. The following is a partial list of items prohibited in student rooms: space heaters, non-PLU lofts/bunks, exterior antennas, ham radio sets, firearms, weapons and explosives, hot plates, electric blankets, candles with a burned wick, incense, microwave ovens, toasters and ironing boards.

Hair dryers, heating pads, sewing machines, coffee pots and popcorn poppers with automatic heat control in good condition are permitted for use in residence halls. Irons and toasters may be stored in student rooms but must be used in the designated common area locations. Refrigerators are not allowed except for small units (less than 5 cu. ft.). Prohibited items will be confiscated and students may be subject to disciplinary action.

**Right of Privacy** - Students are permitted the expectation of reasonable privacy of their room and belongings. However, under some circumstances, rooms may be entered and inspected by PLU staff members. Those circumstances include, but are not limited to, cases of emergency, need for repairs, health and safety inspections, and when probable cause exists to indicate that a violation of university regulations, federal, state, or local laws may be taking place in the room. The University reserves the right to make a determination, in its sole discretion, when circumstances warrant entry into any room.

**Room Alterations** - Occupants are not permitted to paint, apply contact or wall paper, construct false floors, use nails or tacks on walls/floors/ceilings, alter, or remodel any student room or public area in the residence hall without prior approval from the Director of Residential Life or his/her representative. Damages will be assessed to the residents concerned. (Please refer to the Environmental Health & Safety website for information about asbestos on-campus.)

**Room Changes** - Room change requests prior to occupancy must be made to Residential Life. Room change requests during occupancy, must be made to the student's Resident Director.

**Roommates** - PLU will not knowingly pair individuals with an intimate relationship as roommates. If at any time Residential Life becomes aware of a pairing of roommates with an intimate relationship, action will be taken to reassign one or both of the roommates.

**Single Rooms** - A limited number of designed single rooms and double rooms guaranteed as singles (single-double rooms) are available. The single room priority process gives priority to documented medical needs and then considers such factors as age and class standing. Applications for single rooms are available through the Residential Life.

Students residing in a double occupancy room without a roommate and who have not been awarded a single may be assigned a roommate. Residential Life will try to give at least 24-hours notice of a new roommate assignment. Once a roommate is assigned, a request for a different roommate or single room in the same room will not be accepted. There is an additional charge of \$500.00 per semester for a designated single room and \$600.00 per semester for a designated single room with bathroom or single occupancy of a double room (single-double).

**Smoking** - Smoking is not permitted in the residence halls, or within 25 feet of the buildings, except in designated areas.

**Telephone and Television** - A telephone and television outlet are furnished in each residence hall room. A telephone with voice mail is available on request. The addition of any non-PLU telephone equipment is prohibited. Students will be billed by the University for any necessary repairs due to tampering or improper use and disciplinary action may ensue.

**Temporary Assignment Students** - In an attempt to provide living accommodations for late housing applicants who wish to attend PLU and to fully utilize residence hall capacity, students who apply for housing after May 1 may be assigned to a temporary living space. Students placed in a temporary space that lacks some of the accommodations of a normal room will receive a \$25-\$250 rebate depending upon each person's individual circumstances, eg. length of stay, amenities, etc. Residential Life will make every reasonable effort to assign students to a permanent room as soon as possible and reserves the right to determine which students are eligible for rebates.

**University Policies** - It is the student's responsibility to become familiar with University regulations, including, but not limited to, those in this Guide, the University Catalog, the Student Handbook, the Student Code of Conduct the Housing contract and PLU and PLU's Residential Life web pages. Students not abiding by University policies and regulations may be referred to the University Student Conduct System.

**Visitation Policy** - Between the hours of 8:00 a.m.-2:00 a.m. Monday through Friday, and 8:00 a.m.-3:00 a.m. Saturday and Sunday, visitation is unrestricted by the University, but is contingent upon mutual agreement between roommates.

Between 2:00 a.m. -8:00 a.m. Monday through Friday, and 3:00 a.m.-8:00 a.m. Saturday and Sunday, visitation is restricted to persons of the same gender.

Visitation in Kreidler Hall and South Hall is not restricted however residents of all halls will abide by the University's Guest Policy. Refer to the Student Code of Conduct found in The PLU Student Handbook for complete statement of policy.

## MEAL PLANS

PLU Meal Plans have two components:

**All-You-Care-to-Eat** – All traditional residential PLU Meal Plans allow students to enter the University Center Commons as many times as they wish during seven all-you-care-to-eat meal periods, Sunday Brunch and Sunday through Friday Dinners. Meal Plans include three (3) guest meals to be used in the University Center Commons each Fall and Spring Semester. Items may not be removed from The Commons during All-You-Care-to-Eat time periods.

**Dining Dollars & ala carté items** – the difference between each meal plan is the specific amount of Dining Dollars. Dining Dollars are a declining balance tender which may be used for individual items at all campus restaurants. Dining Dollars carry over to the end of the Academic Year. However, they do expire at 10:00 p.m. on May 29, 2011.

All Students contracted for residential housing at PLU (except South Hall residents) will be automatically assigned to the default Lute Choice Meal Plan.

**Optional Meal Plans** - The University provides several other meal plan choices for students. More information about meal plan choices is available at <http://www.plu.edu/~dining/mealplans.htm>. To select a meal plan other than the Lute Choice Meal Plan, or to change your meal plan once this contract has been submitted go to <http://www.plu.edu/~dining/mealplans.htm> and choose Optional Meal Plan Contract.

### ACADEMIC YEAR MEAL PLAN CHARGES:

Fall Semester: \$2,055.00 (Lute Choice Meal Plan)

January Term: \$455.00 (Lute Choice Meal Plan)\**Even though there is no housing charge for J-Term, Students not staying on campus must notify the Office of Residential Life. Students not notifying Residential Life will be charged for the Lute Choice Meal Plan and it is non-refundable. Students studying abroad for J-Term are eligible for a special Study Abroad Meal Plan.*

Spring Semester: \$2,055.00 (Lute Choice Meal Plan)

### MEAL PLAN REQUIREMENT:

PLU's Board of Regents has determined it is not feasible to offer housing and meal services separately during the academic year. Students contracting for housing at PLU (except those living in South Hall at the time this contract is submitted) are automatically contracted for meals. Students requiring special accommodations should contact the Dining & Culinary Services office at 253-535-7472.

### MEAL PLAN DEADLINE:

Students may change their meal plan without a penalty for any semester until 5:00 p.m. the day before meals begin for the respective semester. The specific dates for the 2010 - 2011 Academic Year are September 1, 2010, for Fall Semester, January 1, 2011 for J-Term and February 5, 2011 for Spring Semester. After the deadlines noted above, changes in meal plans will be assessed a \$50.00 handling fee.

Students may add LuteBuck\$ and Dining Dollars to their account at any time. However, LuteBuck\$ require payment at the time of purchase and may not be charged to a Student's PLU Student Account. Students may charge their PLU

Student Account (online process only) to add additional Dining Dollars to their LuteCard anytime between June 1, 2010 and April 30, 2011.

**MEAL PLAN EFFECTIVE DATES:**

The general dates meals are available for each semester are the same as room occupancy dates. Meals may not be provided at every Dining & Culinary Services campus restaurant at all times during these dates. Dates meals are available are determined by the academic calendar. Meals are not provided during Thanksgiving, Winter, and Spring Break. Options may be limited during J-Term.

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**Student Agrees to Terms**

By signing this Housing and Meal Plan Guide and Contract, Student agrees that s/he has read and agrees to comply with this Contract. Student understands that s/he is accepting a legal obligation to pay all charges incurred for a room and meals, and for cancellation of this Contract, if applicable under the terms set out herein.

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

PLU ID: \_\_\_\_\_

Date: \_\_\_\_\_