

Students requesting to stay for all or part of Winterim, summer, or other break periods, are required to complete the appropriate extension form or application by advertised deadlines. Students indicate their understanding and adherence to this Memorandum of Understanding by including their PSU ID number in the appropriate box on the application. Please print a copy of this agreement for your records and reference.

Students residing on campus for this term are bound by the lease agreement and must uphold all Residential Life and University policies as stated in the [Lease Agreement and Res Life Policies](#) and the [Student Rights and Code of Conduct](#). This memorandum of understanding outlines the policy exceptions during non-academic year sessions.

1. **Late fee:** I understand failure to complete the application or extension request form by the advertised deadline result in a late fee and potentially delay preferred arrival date.
2. **Payment:** I agree to pay the non-academic year fee (and associated late fees where applicable) prior to taking occupancy.
3. **Quiet campus:** I will respect 24-hour consideration hours. This means that noise will be kept to a minimum, and a request from a neighbor, staff member, or officer to lower the noise level will be respected and responded to immediately.
4. **Violations:** I understand that if I violate a policy, follow up will occur through the student conduct process which may lead to early cancellation of my non-academic year term contract (without refund) and I may be asked to leave.
5. **Minimal staffing:** I understand that staffing is at a minimum during this period and assistance may not be as immediate as during the normal academic year. I may need to contact University Police (603-536-1626 for emergencies, 603-535-2330 for non-emergencies) for assistance related to community concerns and/or lock-outs.
6. **Lockouts:** If I am locked out of my room/apartment and call for assistance, I may need to wait for a period of time until the Residential Life staff member or duty officer is available to assist.
7. **Lost/damaged keys:** If I lose or damage any of my keys, I understand that my student account will be billed accordingly.
8. **Maintenance emergencies:** If there is a maintenance emergency (such as a severe leak or overflow), I will call physical plant (603-535-2254) during business hours or University Police and/or the CA on duty during nights and weekends. The duty phone number can be found in the lobby/posted on the door of each residence hall.
9. **No/limited services:** Other campus services such as the Counseling Center, HUB, Campus Mail, Dining Services, etc. may not be available during this period or will have limited hours.
10. **Guests:** I understand that guests are not permitted during non-academic year terms, but may be permitted during summer only. Should a non-resident or another student be found staying in my space, they may be asked to leave. Guest policy violations will be referred for follow up through the student conduct process.
11. **Safety:** I understand that keeping my door and windows locked at all times is a practice that promotes my personal safety and that of my belongings and living space. PSU is not responsible for theft or damage resulting from opened/unlocked windows/doors.
12. **Community:** I will share in the responsibility for keeping my community safe, secure, and clean.
13. **Health & safety visits:** I understand that my space may be subject to periodic health and safety visits and that staff will announce themselves before entering.
14. **Cancellation Fee:** I understand that cancellation of the summer or Winterim housing and dining agreement will be subject to a cancellation fee and refund of housing and / or dining charges as listed below.

Cancellation Date	Cancellation Fee	Refund
7 or more days prior to the scheduled move-in date	\$0	100%
6 days or less days prior to the scheduled move-in date	\$100	100%

(Summer only): On or after the scheduled move-in date	\$300	Pro-rated to checkout date
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