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Please read carefully all the conditions of this Agreement before electronically signing and submitting. If you are under 18 years of age, your parent or guardian must read the Agreement and confirm acknowledgement and adherence to same. A link will be sent for you to forward for their electronic signature.

You will be legally bound by these provisions and the policies, procedures, guidelines, or other requirements included in web links referenced in this Agreement (collectively "referenced documents").

- Plymouth State University may amend this Agreement or any referenced documents from time to time by posting revisions, additions, or deletions, without direct notice to you, to its website, and those changes will become effective upon posting.
- You hereby agree to periodically visit PSU's website to review any such changes and read all email correspondence from Residential Life sent to your Plymouth State University email.
- This Agreement is between the Office of Residential Life & Dining Services and the student electronically signing and submitting.

Your electronic signature acknowledges your full understanding and acceptance of the following Plymouth State University Housing & Dining Agreement and referenced documents, and willingness to be bound by the same.

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## **This Housing & Dining Agreement is for one full academic year\***

**A. Live on Requirement:**

Plymouth State University believes there is significant educational value from the experience offered to students living in our Residence Halls. In keeping with this belief, all full-time matriculated students are required to live on campus if space is available. This policy is reviewed annually and adjusted in order to best meet the needs of the campus and community at large.

***For the 2026-2027 academic year, students meeting one of the following criteria are released from the above obligation:***

- Students who turn 21 on or before September 1, 2026
- Students who have earned (completed) 64 or more Plymouth State University credits by the end of the Winter term (January 31, 2026) as documented by the Plymouth State University official registrar records.

***Exceptions requiring additional information:***

Students who do not meet the criteria above, but meet any of the criteria below should visit our website and complete the appropriate forms to be considered for release:

- Students commuting from a home owned by a parent/guardian or while living with a parent/guardian within a 30-mile commute of campus. Exceptions for commuting from outside the commutable distance or commuting while living with a relative require additional information/permissions/class consolidations.
- Students who can show evidence of 2 or more years of FULL-TIME military service to be completed on or before September 1, 2026
- Students participating in an educational program outside of the Plymouth area (e.g., internship, student teaching)
- Students changing status (i.e., marital, part-time, or online)

***Exceptions requiring additional information and committee review:***

Students who do not meet any of the above criteria, but feel they have a unique and unanticipated situation or hardship may visit our website and complete the appropriate form requesting release to live off campus. Note: this is a lengthier process that requires supporting documentation and review by the release committee.

## **B. General Provisions & Policies:**

Every student residing in university housing is subject to and accountable for knowing and abiding by the provisions and policies of the department, which can be found on the Residential Life web page under [FORMS & POLICIES](#). All rights and rules of conduct governing behavior of university students shall be enforced. Violations of University or Residential Life policies as stated in this Agreement and the [Student Code of Conduct](#), and all other Residential Life and University materials and communications shall be subject to appropriate university sanctions, including eviction from University housing. It is incumbent upon each student to thoroughly read and understand all communications and notices from the University and the Office of Residential Life. Failure to read, acknowledge or obtain clarifications for emails/notices, etc., are not acceptable excuses for non-compliance.

### **1. Eligibility**

Currently enrolled, full-time, matriculated students are eligible for university housing. Exceptions for matriculated part-time students are considered on a case-by-case basis. Dependents and spouse/domestic partners of the student are not allowed to reside with the student under this Agreement.

### **2. Term of Agreement**

This Agreement is for one academic year (fall and spring semesters) \*unless starting in spring. Housing is not provided under this Agreement during break periods or any other period when the University is officially closed except in the student apartments. Winter term and summer periods may be contracted separately. Renewal of this Agreement for subsequent years is not guaranteed. Access to your assigned room or apartment begins on the designated opening day and ends within 24 hours after a student's last final examination, official closing, or cancellation of this Agreement, whichever comes first. Graduation, withdrawal, academic separation from the University, affiliation with Plymouth State University programs that are more than 30 miles from campus (internships, student teaching, study away programs), or mutual consent of the parties constitutes the only basis for release from this financial responsibility according to the guidelines of the University's cancellation and refund schedule. This Agreement is applicable to any and all university housing options and cannot be transferred or reassigned to another individual.

### **3. Move-In/Check-In/Taking Occupancy**

Residents must complete all move-in requirements, including compliance with the Move-In Schedule. Failure to collect their keys, occupy their room assignment, and officially check into the department's housing management software within three (3) business days after the first day of classes for the semester may result in the loss of assignment and reassignment elsewhere. Reassignment of the space does not release the student from the obligations of the Residential Life and Housing & Dining Agreement and associated fees. Exceptions may be made for students who inform in advance Residential Life, in writing, as to a planned arrival at a later time.

### **4. Subletting**

Students shall not transfer possession or sublet the premises. Airbnb and other transient subletting/short-term rentals are strictly prohibited.

### **5. Housing Application**

To be considered for housing, a student must submit the housing application and appropriate deposits by the designated deadline. The University will offer a student the opportunity to reserve a space at its sole discretion. Its use of a priority system, including ranking and waitlist for making such offers, may be changed, or limited at its sole discretion.

### **6. Residential Life Policies**

Residential Life Policies are an essential component to ensuring the safety, security, and wellbeing of all residential students. Please refer to all the Residential Life Policies [here](#).

### **7. Communication**

Plymouth State University email is the University's official method of communication. Students are expected to check their email on a regular basis.

### **8. Liability**

The University shall not be liable directly or indirectly for theft, destruction, or loss of money, valuables, or other personal property belonging to, or in the custody of, the student for any cause whatsoever, regardless of whether such losses occur in

the student rooms, storage areas, public areas, hallways, or in the baggage related to shipment or storage. The student is responsible for any damage to the room, residence hall, or other students' property that occurs as a result of their failure to abide by Residential Life Policies. The student is strongly encouraged to carry personal property insurance or be included under their family's insurance policy. The University is not responsible for personal property left behind by students after the date of withdrawal, transfer, departure, suspension, or dismissal from university housing. Students are particularly encouraged to remove all valuables from their assigned space during periods of absence or during university breaks. In the event of damage by fire, water, steam, or other causes that render the room or apartment wholly unfit for occupancy, the University reserves the right to reassign the student to alternative university housing. If alternate quarters are not available, this Agreement may be terminated, and the resident shall not be entitled to recompense for damages except for a pro-rated housing fee refund.

#### **9. Community Damage Billing.**

The purpose of community damage billing is to promote individual responsibility and to hold students mutually accountable for the condition of their shared living spaces. Public areas (i.e., hallways, stairways, lounges, bathrooms) are the collective responsibility of the residents of that community (i.e., suite, wing, floor, building, apartment, house). Charges for damages to those areas may be divided among the residents of those facilities. Items covered under the community damage billing policy may include, but are not limited to, damaged facilities, damaged or stolen furniture, or housekeeping charges in a common or public area when it is not possible to determine the person(s) responsible. If a student is found to have information regarding the responsibility of one or more other persons for damage done to university property and failed to share that information with PSU staff, the student may be charged for a share of the damage.

#### **10. Force Majeure.**

The University and the student acknowledge the ongoing possibility that a health or safety emergency or other force majeure event, may require evacuation or relocation of the student, or the student's use of campus residential facilities may be significantly restricted. Furthermore, during a health or safety emergency, some agents or staff contracted by the University to provide certain services to campus housing facilities may not be available or may be significantly limited. Notwithstanding anything in this Agreement to the contrary, the University may temporarily close and/or place restrictions on use of housing facilities as necessary in the University's sole discretion to preserve the health and safety of student residents and the campus community. The student acknowledges that, in the event of such temporary closures, restrictions, and/or adjustments to on-campus housing, the student must immediately comply with such evacuation or relocation order. The student further acknowledges that the University shall not have the obligation to issue a refund or credit for such interruptions or adjustments due to a force majeure event.

#### **11. Changes and Corrections**

The University has made every reasonable attempt to make sure the information contained herein is accurate at the time of publication. However, the University and Residential Life reserve the right to make changes or corrections when necessary. If changes are made, Residential Life will inform residents of such changes through multiple means of communication and in a timely manner. However, as stated above, the University may amend this Agreement or any referenced documents from time to time by posting revisions, additions, or deletions, without direct notice to you, to its website and those changes will become effective upon posting. You hereby agree to periodically visit PSU's website to review any such changes and read all email correspondence from Residential Life sent to your Plymouth State University email.

#### **12. Right of Entry**

Authorized College representatives shall have the right to enter spaces without prior notice for the purpose of: fire safety and health inspections, compliance with multiple dwelling unit laws, responding to clear indications of immediate danger to life, safety, health or property, maintaining the conditions of the facilities and furnishings, or when there is reliable information that a college policy is being violated. Whenever possible, students will be present during room entries. Students will be notified at least 48 hours before formal Health and Safety Inspections are conducted.

## C. Payment/Cancellation/Refund (Housing)

### 1. General

The University will establish housing fees annually and will post to the Residential Life web page, these proposed fees for each academic year during the spring semester. Upon nonpayment of fees or any charges provided herein, the University may refuse to register the student for the next semester.

### 2. Release from Agreement

Once a student has agreed to the Housing and Dining Agreement and/or has been assigned to an on-campus space, the terms of this Agreement are in effect and requests to be released to live off-campus/commute are typically not granted. A link to the appropriate release form can be found by completing the Release Questionnaire available on the Residential Life website and must be approved by the release committee before refunds are considered. Cancellation fees may apply based on timing of request submitted (see schedule below).

### 3. Refunds

Refunds for students who withdraw from the University and/or housing are subject to federal and University guidelines as outlined on the [Student Financial Services website](#). Students who are removed or suspended from housing due to a student conduct matter are not eligible for a housing or dining refund.

### 4. Cancellations

This Agreement may be canceled at the discretion of PSU Residential Life for students who fail to move into their reserved space by the respective semester's course add/drop date. Every semester that a student is required to live on-campus and does not have an on-campus housing assignment, or an approved release request on file, the student will be charged a fee to one semester of the current traditional residence hall double room rate.

<b>STUDENTS WITH FULL ACADEMIC YEAR AGREEMENT (FALL &amp; SPRING SEMESTERS)</b>			
<b><i>Cancellation Request Submitted</i></b>	<b>Cancellation Fee</b>	<b>Refund of Fall Semester Charges</b>	<b>Refund of Spring Semester Charges</b>
<b><i>By June 1</i></b>	No Fee	100%	100%
<b><i>By July 20</i></b>	\$500	100%	100%
<b><i>By August 15</i></b>	\$750	100%	100%
<b><i>By first Friday of Fall semester</i></b>	\$1000	Pro-rated to checkout date	100%
<b><i>By second Friday of Fall semester</i></b>	\$1250	75%	100%
<b><i>By fourth Friday of Fall semester</i></b>	\$1500	50%	100%
<b><i>After fourth Friday of Fall semester</i></b>	No fee	No refund	100%
<b><i>By January 15</i></b>	\$500	No refund	100%
<b><i>By first Friday of Spring semester</i></b>	\$750	No refund	Pro-rated to checkout date
<b><i>By second Friday of Spring semester</i></b>	\$1000	No refund	Pro-rated to checkout date
<b><i>By fourth Friday of Spring semester</i></b>	\$1500	No refund	Pro-rated to checkout date
<b><i>After fourth Friday of Spring semester</i></b>	No fee	No refund	No refund

**STUDENTS WITH SPRING SEMESTER ONLY AGREEMENT (NOT APPLICABLE FOR STUDENTS WITH FULL ACADEMIC YEAR AGREEMENT)**

<b><i>Cancellation Request Submitted</i></b>	<b>Cancellation Fee</b>	<b>Refund of Spring Semester Charges</b>
<b><i>By January 15</i></b>	No fee	100%
<b><i>By first Friday of Spring semester</i></b>	\$750	Pro-rated to checkout date
<b><i>By second Friday of Spring semester</i></b>	\$1000	75%
<b><i>By fourth Friday of Spring semester</i></b>	\$1500	50%
<b><i>After fourth Friday of Spring semester</i></b>	No fee	No refund

**D. Meal Plan Eligibility and Requirements:**

1. All students residing in a residence hall on campus are required to be on one of the designated meal plans.
  - First-year residents are assigned one of the unlimited meal plans.
  - Students residing in university apartments are not required to be on a meal plan but may opt to purchase one.
2. Students required to be on a meal plan who fail to make a self-selection will be placed on the default plan and billed accordingly.
3. Students who are not required to live on campus, regardless of where on campus they live, are eligible for the 'restricted' meal plan.
4. In the event of official withdrawal, suspension, or mutual consent of the parties to terminate this Agreement, the effective date for calculating any refund on a paid semester dining plan will be determined by the date the plan is invalidated. Refunds are calculated as follows:
  - Refunds for students who decide not to return or to withdraw are subject to federal and University guidelines.
  - Refunds for eligible board plan drops are pro-rated based on the number of meals and Board FlexCash used at the time the meal plan is invalidated.
  - Students who are removed or suspended from dining facilities due to a student conduct matter are not eligible for a dining refund.
5. Meal plans and associated FlexCash are for one semester only. Any remaining balances expire at the end of each semester.
6. Students are expected to abide by all university policies and behavioral standards while using the dining facilities.
7. Once a meal plan is selected, changes are limited. Contact the Office of Residential Life & Dining Services for more information.

**E. Dining Hall Information & Policies**

1. Food served in the dining hall is available on an "all-you-care-to-dine" basis. Food can be taken from the dining hall only through the established take-out program.
2. Students are expected to conduct themselves in the dining hall in a manner conducive to quiet enjoyment of mealtimes by all. Cooperation with the stated procedures, such as the self-bussing of dishware, is expected.
3. Removal of dining hall property is prohibited. Violators are subject to a fine and/or referral to the student conduct

process. At retail locations, all food must be paid for before being consumed.

4. Except for service animals, no animal is permitted in any food service dining or preparation area or any store that sells food. Service animals are individually trained to do work or perform tasks for people with disabilities. Emotional support animals (ESAs) do not qualify as service animals. Students with service animals in dining areas are responsible for their animal's behavior including towards other people and facilities. Students with service animals that display aggressive behaviors or cause an undue burden to dining facilities or others will be asked to remove animals they cannot control.

### Housing & Dining Agreement Acknowledgement

Student Name: \_\_\_\_\_ PSU ID: \_\_\_\_\_

Parent Signature of Minor Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name Printed: \_\_\_\_\_



## Residential Life & Dining Services

17 High Street, MSC 42 ♦ Plymouth, NH 03264

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