

**CONTRACT TERMS AND CONDITIONS FOR ON CAMPUS RESIDENCE HALLS FOR
ACADEMIC YEAR 2024-2025**

ADDENDUM

14. CANCELLATION OF CONTRACT

- A. First year students, required to live in the residence halls by the Campus Residency Policy (see Item #2 from the original Terms and Conditions), are not eligible to cancel their contract if they remain enrolled in the University. First year students who fail to enroll, cancel enrollment, or are academically dismissed are subject to appropriate cancellation fees and prorate charges as outlined (see Item # 14B).
- B. Students who are not required to live in the residence halls by the Campus Residency Policy (see Item #2 from the original Terms and Conditions) may cancel their contract at any time subject to appropriate cancellation fees (outlined as follows):

Notification Date

Charge

-Prior to 6/15/24 (prior to 11/15/24 for Spring 2025 arrivals) \$45 application fee

-6/15/24 & after (11/15/24 for Spring 2025 arrivals)
(including those failing to enroll, canceling enrollment or
being academically dismissed) \$45 application fee, plus \$100
cancellation fee, plus prorate
for time occupied.

-6/15/24 through 9/24/24 (room occupied, remaining
enrolled) \$45 application fee, plus 35% of
remaining contract value, plus
prorate for time occupied.

-9/24/24 -2/24/25 (room occupied, remaining enrolled) \$45 application fee, plus 50% of
remaining contract value, plus
prorate for time occupied.

-11/15/24 through 2/24/25 (Spring 2025 Only Contracts;
room occupied, remaining enrolled) \$45 application fee, plus 35% of
remaining contract value, plus
prorate for time occupied.

- C. Proration of contract charges will end on the last date each semester that the University provides one-half fee refund of tuition and fees. For Fall 2024, this date is 9/24/24 and for Spring 2025, this date is 2/24/25. After these dates, there is no refund applicable. (as listed in the official university calendar).
- D. When applicable, the 35% or 50% of remaining contract cancellation fee may be waived for students who: graduate; are student teaching; or leave campus for training authorized through an academic department. Students will be required to obtain documentation verifying this information from the Registrar's or the department and submit it to Housing & Residence Life in advance. Final approval from Housing & Residence Life will be required before these fees may be waived. Other fees associated with cancellation of contract and other properly billed charges will apply.
- E. All notification regarding cancellation must be in writing and made directly to the Department of Housing & Residence Life. Prior to check-in, notification date will be determined by postmark or by date of delivery to Housing & Residence Life. All cancellations must be approved by Housing

& Residence Life 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 Office 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.

- F. 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 policies, terms and conditions and cancellation charges based on date of occupancy (see Item #14B).
- G. Any student occupying a residence hall assignment for Fall 2024, who does not return to PSU for Spring 2025 semester, must notify the Department of Housing & Residence Life of cancellation and complete proper check-out with hall staff of their assignment no later than Wednesday, January 6, 2025. Failure to do so will result in full charges for semester interim being imposed, along with all applicable cancellation fees; prorate for time occupied and other properly billed charges.
- H. 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 in regard to this issue.
- I. Students who do not check into their assigned residence hall by the “Last day to enroll or add classes without instructor permission” for that semester (as listed in the official university calendar) will automatically have their housing and dining contract cancelled as per that date, all cancellation fees will apply.