

WESTERN OREGON UNIVERSITY (WOU) UNIVERSITY HOUSING AND CAMPUS DINING

2025-26 ACADEMIC-YEAR HOUSING CONTRACT TERMS AND CONDITIONS OF OCCUPANCY

THIS IS A FULL-ACADEMIC YEAR CONTRACT: Fall, Winter, and Spring

TERM CONTRACT OPTION:

Available to First Year students with an approved Live-in Waiver or to any student more than a year out of high school. See section IV for requirements.

I. RESIDENTIAL LIVING CALENDAR: The 2025-26 schedule for opening and closing of residence halls and dining:

Subject to change

	<u>Fall 2025</u>	<u>Winter 2026</u>	<u>Spring 2026</u>
Opening Date:	Monday, 9/22/2025	Sunday, 1/4/2026	Sunday, 3/29/2026
Opening Time:	9:00 am	Noon	Noon
Closing Date:	Friday, 12/12/2025	Friday, 3/20/2026	Friday, 6/12/2026*
Closing Time:	5:00 pm	5:00 pm	5:00 pm

***Spring 2026 Closing Date for Arbor Park:** Saturday, 6/13/2026, 4:30pm

II. GENERAL CONTRACTUAL OBLIGATIONS:

A. FIRST-YEAR STUDENTS: Students who enroll at WOU within one year of graduating high school, regardless of class standing, are required to live on campus for the entire academic year (Fall, Winter, and Spring).

Students may request an exception by submitting a petition. Commonly approved exceptions include:

1. Living at home with a parent or legal guardian
2. Having a dependent living with you
3. Being married or in a registered domestic partnership

If waiver is approved after the student has moved in, a \$10 per day cancellation fee will be charged for the remaining days in the contract. First-year students who have an approved waiver may request a one-term contract.

B. CONTRACT CANCELLATION FEES: Students who cancel their housing contract before it ends, but remain enrolled at WOU, will be charged \$10.00/day for each remaining day in the contract. This includes first-year students who receive an approved live-in waiver after moving in. Students who withdraw from WOU will not be charged the \$10.00/day cancellation fee. All students must follow all checkout procedures.

C. REQUIRED CREDITS PER TERM: Western Oregon University students living in campus housing must be enrolled in at least 8 undergraduate credits, or 6 graduate credits each term during the academic term of the contract period. Dual-enrolled students at a community college or another university may still qualify for on campus housing with proof of dual enrollment. Students who are enrolled in fewer credits must submit a petition to request an exception.

D. CONTRACT EXCEPTIONS: Exceptions to this contract may be requested by petition. Exceptions granted to one provision of this contract shall not be construed as a waiver of any other provisions. The final determination on exceptions to contractual provisions lies within the discretion of University Housing. Petition forms can be found online at wou.edu/housing/printed-documents or at the University Housing office.

III. DEFINITIONS: For the purposes of this contract, the following definitions shall apply:

- A. CONTRACT YEAR:** 9/22/2025 – 6/12/2026 for residence hall students and 9/22/2025 – 6/13/2026 for Arbor Park students. The contract for approved early arrivals begins upon the date of check-in. The contract for approved late leavers will end upon the date of check out.
- B. RESIDENT:** Any WOU student, staff, faculty, or affiliates who live in University owned campus housing. All residents are expected to follow the rules outlined in this document, the Guide to Residential Living and the Code of Student Responsibility.
- C. COMMUNITY:** A unified body of individuals who live together on a floor, in a pod, or in a building.
- D. UNIVERSITY HOUSING AND CAMPUS DINING STAFF:** Please see the Office of University Housing organizational chart or visit our staff page online at: <http://www.wou.edu/housing/>.
- E. RESIDENT DIRECTOR (RD):** Live-in professional staff responsible for the overall operation of assigned residence hall(s) or apartments. Supervises Resident Assistant staff, serves as conduct officer, resource person, and emergency response person to students.
- F. RESIDENT ASSISTANT (RA):** A second year or above student who lives in the hall and manages a residential community (floor, pod, wing, or building). The RA serves as an advisor, policy enforcer, programmer, and resource person to students.
- G. HALL:** Residential building that houses students / faculty / staff.
- H. UNIVERSITY PROPERTY:** Property, equipment, and materials which WOU owns and for which the University has responsibility.

IV. TERMS AND CONDITIONS OF OCCUPANCY

This contract is designed so that the residents who abide by the contract receive the greatest benefit. The Terms and Conditions of Occupancy are based on the established educational goals of the University, consideration for other residents, health and safety standards, compliance with established laws, and the University's Code of Student Responsibility.

If a student does not comply with the Terms and Conditions of Occupancy, the policies set forth in The Guide to Residential Living, or the Code of Student Responsibility, the student may be subject to disciplinary action, including eviction, with financial consequences. Questions concerning any of the terms and conditions, should be directed to the office of University Housing.

ONE TERM CONTRACT OPTION: Available to First Year students with an approved Live-in Waiver or to any student more than a year out of high school. Live on campus for one term only and move out at the end of the term without cancellation fees. Those who are interested in a Term Contract should complete this contract then call the Housing Office at 503-838-8311 to request to do a Term Contract AND pay the \$150 Term Contract fee. Payment must be made PRIOR TO MOVE IN. If the term contract fee is not paid before you check in, this contract will remain as an academic year contract. Those who will only be studying at WOU for one term do not need to purchase a Term Contract. Students cannot request to convert an academic year contract to a term contract after moving in. Term Contracts are not available during Spring term as that is the last term in the academic year.

A. RESIDENTIAL DINING:

- 1. Meal Plan Options:** The Residential Meal Plan options can be found at <https://wou.edu/dining/meal-plan/>
- 2. General Meal Plan Information:** At the start of each academic term, meal plans will be added to each resident's accounts. Meal plan swipes reset at the beginning of each week, except for guest meal swipes, which reset at the beginning of each term. Unused meal plan swipes and guest meal swipes do not carry over from term to term. With the exception of Arbor Park residents, the purchase of a Residential Meal Plan is required each term. Meal Plan exemption request forms are available at wou.edu/dining/meal-plan and will be reviewed by the Director of Campus Dining on a case by case basis.

Meal plan swipes, Guest Meal Swipes, and Wolf Bucks can be used for meals at Valsetz Dining Hall and the Summit. Additionally, Wolf Bucks, cash, debit/credit cards, and Apple Pay are accepted for purchases at the Valsetz C-store, Cafe Allegro and the Summit dining locations on campus.

Regular meal service hours for Valsetz Dining Hall will be determined at the beginning of the Fall Term. Meal hours are subject to change to accommodate holidays, vacation periods, campus closures, delays, and the beginning and ending of terms. Please note that dishes, trays, or silverware are not permitted to be removed from Valsetz. We will provide take-out containers (Re-WOUsables) for each meal, provided there are no health concerns (such as a pandemic).

Meals for guests can be purchased using Guest Meal Swipes or Wolf Bucks, provided the cardholder is present, or by cash, debit/credit card, or Apple Pay. Any remaining Wolf Bucks balance at the end of the term will remain on the student's ID card and available until there is one year of inactivity on the account. Additional Wolf Bucks can be deposited in person or over the phone during Campus Dining office hours, or at any Campus Dining register, with a minimum deposit of \$20.00. Accepted payment methods for Wolf Bucks deposits include cash, check, credit/debit cards, and Apple Pay (at registers only).

3. Meal Plan Adjustments

Meal plans cannot be reduced once the term has begun. Requests to change your meal plan must be made before the start of the term and will take effect in the following term. Once the term begins, students may only request to increase their meal plan within the first two weeks of the term. Meal plan change requests can be emailed to housing@wou.edu.

B. CHARGES/FEES

1. **Room and Board Charges:** Room and board rates may be found on the University Housing webpage here: <https://wou.edu/housing/costs/> Rates listed do not include Winter Break and Spring Break (Thanksgiving Break is included in the rates). Students may sign up to remain on campus during the vacation breaks at the following rates*:

Winter Break: \$250.00

Spring Break: \$100.00

*An academic year contract for Arbor Park housing includes Winter Break and Spring Break; residents must still sign up to stay during these breaks, but the break fee will be waived.

Residents assigned to any building who check in or out at the start or middle of a term will not have access to their room or apartment during break periods that occur before their check-in or after their check-out.

If a resident needs access to their room during a break period, they must first submit a petition form. If approved, a \$35 fee will be charged for each time the room is accessed. Students who will not be returning the following term are not eligible to stay during the breaks. Resources and staff support are limited during vacation periods. Therefore, students may be relocated to a temporary space with other students and meal service may not be available during vacation periods.

The Western Oregon University Board of Trustees has the authority to change fees at any time during the academic year if actual costs turn out to be much higher than expected. This includes major increases in things like energy costs.

2. **Housing and Dining Refunds:** If a decision is made to close the Western Oregon University campus, University Housing and Campus Dining will consult with campus and state/federal health authorities to determine which, if any, residence halls will remain open. If Residence Halls remain open and students choose to return home refunds/credits will not be issued to student accounts. If residents are not

allowed to stay on campus, refunds/credits will be determined based on the time remaining in the quarter and other fixed costs including but not limited to personnel, debt, and the operations costs of University Housing that do not occur on a daily prorated basis.

3. Prorating of Charges and Refunds: Students who live in a residence hall less than the full term will be assessed room and board charges on a prorated basis by the day, except under the following circumstances:

- a) Moving into a hall during the first ten days of a term, the student will be charged from the first day of the term.
- b) Moving into a hall during the last ten days of a term, the student will be charged for a minimum of ten days.
- c) Checking out of a hall properly during the first ten days of a term, the student will be charged a minimum of ten days.
- d) Checking out of a hall properly during the last ten days of a term, the student will be charged through the last day of the term.

In calculating room and board charges, the date which a student officially checks out of their room with a staff member will be used to prorate charges rather than the date the student withdraws from the University. Students must follow all check out procedures. If a student moves out and does not follow proper checkout procedures, they will be charged for 10 days minimum of room and board or through their date of checkout, whichever is greater. A \$150 Improper Checkout fee will also be charged to the student account. However, in no case will the prorated charges be based on a check-out date earlier than the date the student officially withdrew from the institution.

4. Payment: Room and board payments are to be made online, or at the Cashier's window of the Business Office in the Welcome Center. Payment needs to be made on or before the due date listed in the academic calendar of the Schedule of Classes each term in order to avoid penalties. Any amount left on an account will become part of the revolving charge plan. The revolving charge policy statement is available from the Business Office. Eviction from your residence hall or apartment may result if room and board payments become past due. Students whose accounts are past due may not be eligible to reserve on-campus housing for the next academic year.

5. Meal Plan Refund

- a) Wolf Bucks are not eligible for refunds.
- b) Meal Swipe Refunds: Refunds for meal swipes are determined by the official check-out date, not the date of withdrawal from the University.
- c) Schedule: Refunds for food dollars are based on the following schedule:

Date	% of Balance Refunded	Fall 2025	Winter 2026	Spring 2026
The First Day after the Halls Open	100%	9/23/2025	1/5/2026	3/30/2026
14th Calendar Day After Classes Begin	85%	10/13/2025	1/19/2026	4/13/2026
21st Calendar Day After Classes Begin	50%	10/20/2025	1/26/2026	4/20/2026
28th Calendar Day After Classes Begin	25%	10/27/2025	2/2/2026	4/27/2026
After the 28th Calendar Day	0%	-	-	-

6. Cancellation of Contract: Students may be released from their housing contract, with approved petition, in one of the following ways:

- a) Paying \$10 per day for each remaining day in the contract (first-year students need an approved waiver of the live-in requirement to cancel their contract)
- b) Withdrawing from the university

- c) Getting married or entering a registered domestic partnership
- d) Graduating

If a student returns to WOU during the contract period, their housing contract will automatically be reinstated.

All students must have an approved petition to cancel their contract and must complete the check-out process before moving out of the residence halls.

7. **Unpaid Debts:** Interest will be charged each month on any unpaid balance. Please see the Business Office for details on interest charges. In the event of unpaid debts, the University and State of Oregon collection procedures will prevail and collection charges will be assessed. Students are responsible for attorney fees and any other charges incurred in the enforcement of collection. The debt may be assigned to a commercial collection agency and/or the Department of Revenue, and will be assessed a referral charge. In addition, the collection agency will add the cost of their service to a student's account. Students are responsible for keeping the WOU Business Office informed of any name/address change until all liabilities and claims have been met satisfactorily. Unpaid debts to the University may preclude subsequent enrollment and housing in the University. Upon leaving the residence halls or apartments, the outstanding balance of this contract becomes due.

C. BUILDING AND ROOM ASSIGNMENTS

1. **Room Assignments:** To view your room assignment log into your WOU Portal then under My Programs select University Housing Overview. In the event of overbooking, it may be necessary to assign some students to rooms other than the one to which they were originally assigned or to temporary housing until residence hall space becomes available. In most cases, the latest applicants will be assigned to temporary housing. Students housed in temporary spaces will be charged the full room and board rate. Assignments are made according to the date the completed application is received. Not all hall requests can be accommodated. University Housing reserves the right to make reassignments at any time based on the administrative needs of the residential program. In most cases, students are assigned with other students of the same gender only. Gender inclusive housing is available in Arbor Park, Ackerman Hall, and Heritage Hall. Room assignments for students moving in Winter or Spring Term will be available to view on your Housing Overview by the Friday before the new term begins.
2. **Late Arrivals:** Students arriving after their assigned check-in slot of the first term attending must notify University Housing via email (housing@wou.edu) or their room assignment may be canceled. Please note the expected date and time of arrival.
3. **Single Rooms:** Single rooms are assigned on a priority basis according to the dates of application and availability of space. Not all requests can be honored. University Housing will determine when a room may be used as a single room.
4. **Vacancy in a Double Room:** When a vacancy occurs in a double room, the remaining occupant must either leave their room roommate ready at all times, buyout the room at the higher super single rate, or request a room change to an available single room within the residence halls.
5. **Refusal of a Roommate:** If there is a vacancy in an apartment or room during this contract, refusal (including, but not limited to verbal, behavioral, or other means of rejection) of a roommate or unwillingness to work with University Housing in finding a roommate will result in single occupancy status and single occupancy charges will be applied. Refusal of a roommate, as it is defined above, may also result in a new living assignment (to another room or hall) and/or disciplinary action.
6. **Room Checks During Breaks:** University Housing personnel will check all rooms/apartments during Winter and Spring Break, and mid-term if needed. If a room with a vacancy is not left in roommate-ready condition for an incoming student, the previous resident(s) will at minimum be charged the appropriate cleaning/damage fees. Double occupancy rooms not left in ready condition for an

incoming student may have their room switched to single occupancy and then be billed at the higher super single rate. Digital photos will be taken for documentation only and residents will be notified of rooms deemed not ready. Ready means that you may only use half of the room and that the following room amenities for the other side of the room have no personal belongings: bed, desk, drawers, wardrobe/closet, bookshelf, and chair. Beds may not be bunked and furniture cannot be combined in any way. The floor space is clean and free of any items. Common area space must be clean, floors vacuumed, and trash removed from the room.

7. **Room Changes:** All students requesting room changes must go through the room change process, which may require a conversation with roommate(s), the RA, and/or the RD. Room changes must be submitted through your Housing Overview by completing the Room Change Request Form.. Room changes begin starting Week 3 of classes each term. Changing rooms without authorization or failure to follow the room change guidelines outlined in this contract and The Guide to Residential Living will result in disciplinary action and a \$150.00 improper room change fee.
8. **Check-out:** Students who plan to check out before the last 10 days of spring term must submit a petition to University Housing and receive approval. No petition is required for students checking out during the last 10 days of spring term. As part of the check-out process, students are responsible for:
 - a) Removing all personal belongings from their room
 - b) Cleaning the space
 - c) Preparing the room for the next resident
 - d) Returning keys and/or fobs to the Residential Service Center (unless otherwise instructed)

Students may also choose to use the Express Check-Out Process*, when available.

Failure to follow or complete the check-out process will result in a \$150 improper check-out fee. If a student checks out after the term ends, without prior approval, they will be charged a \$25 late check-out fee for every 30 minutes after 5:00 p.m. Additional daily charges may apply.

Meal cards are deactivated at the time of check-out.

Final check-out deadlines:

- Residence Halls: 5:00 p.m. on June 12, 2026
- Arbor Park: 4:30 p.m. on June 13, 2026

Students who are participating in or assisting with Commencement on June 13, 2026 may request a late check-out by submitting a petition to University Housing.

*Express Check-out: Students who choose the Express Check-Out option must:

- Complete the Express Check-Out envelope (incomplete envelopes may result in a \$150 improper check-out fee)
- Place their keys and/or fobs inside the envelope
- Leave the signed and sealed envelope on top of their desk

By choosing this option, students waive their right to check out with University Housing staff and accept full responsibility for any damages or cleaning charges related to their room, apartment, floor, or building. Charges resulting from an Express Check-Out cannot be appealed, unless this was the only check-out option available at the time.

9. **Eviction:** Students evicted for conduct prohibited by WOU, state or federal laws, and/or this document, or who are evicted for nonpayment of institutional charges, will be responsible for full room and board charges through the date of the eviction and \$10.00 per day for every day of service remaining in the contract.
10. **Assignment:** This contract is not assignable without the prior written consent of University Housing. It may be declared void by the University should such an unapproved assignment be attempted.

D. LIABILITY

The University and the State of Oregon shall not be held liable for loss or damage to personal property in student rooms, laundries, storage rooms, or other public areas. It is the responsibility of the undersigned to keep their room locked at all times. It is recommended that a private insurance policy covering personal property loss by fire, theft, vandalism, or other casualty be obtained at the student's own expense to cover such loss.

E. FACILITIES

1. **Custodial:** Students are responsible for cleaning their own room and for transporting personal trash to the dumpsters adjacent to each hall. In all residence halls, the University Custodial Staff will clean all public areas, common bathrooms, and hallways on a regular basis and may do major cleaning during breaks in the academic year (Winter/Spring). However, custodial staff will not service individual student rooms or remove personal trash for students. Students leaving room trash for removal by custodial staff will be charged a minimum \$25.00 cleaning fee and may face disciplinary action.

Bathrooms are cleaned on a regularly scheduled basis. Please consult The Guide to Residential Living and postings in individual bathrooms for scheduled cleaning times. Students may not access bathrooms while a bathroom is being cleaned by Custodial staff. Toilet paper is provided in each bathroom facility except Arbor Park. Misuse of supplied paper products will result in disciplinary action and fees to student accounts.

2. **Damage and Repairs:** Students are financially responsible for any damage to their assigned room and furnishings, other than normal wear and tear. Assessment of normal wear and tear will be made by a University Housing Maintenance Employee. University personnel will make repairs; students are not permitted to make or contract for repairs. Damages intentionally or negligently caused by a student to other areas of the residence halls and grounds, furnishings, or equipment are the responsibility of the student.

Damages to common areas of a unit: If the individual(s) causing damages to common areas cannot be identified, the members of that community may be billed a prorated portion of the entire cost of repair and/or assessed charges. Community area damages will be charged to student accounts on a monthly or quarterly basis. When billing common area damages to student accounts, a \$5.00 per billing administrative fee will be applied to each student account.

3. **Doors:** Hallway doors, room doors, and fire doors may not be propped open.
4. **Keys/Fobs:** Students will be issued room key(s) or fob(s) upon checking into the residence halls. Students are responsible for notifying the RSC when keys or fobs are lost or stolen. A lock change will occur and a charge of \$25.00 to \$75.00 for the room key and/or fob will be charged. This also applies to keys or fobs not returned upon check-out. There will be a \$25.00 replacement charge for keys or fobs that are returned in damaged condition. Keys or fobs may not be loaned or duplicated. Students locked out of their rooms more than five (5) times during the academic year may be charged \$10.00 per lock-out thereafter.
5. **Room Access:** Regularly scheduled and announced room inspections and Fire/Life Safety inspections will be held by University personnel (or their designated representatives) for maintenance, safety, health, and sanitation purposes, and when reasonable suspicion exists that a violation of the Code of Student Responsibility is occurring. Authorized personnel may enter student rooms for purposes of maintenance, securing facilities for breaks, in response to emergencies, or when reasonable suspicion exists that behavior in violation of University policy is occurring. Residents will be notified when their room is accessed when they are not present.
6. **Building Exterior:** Posting of signs, erecting of aerials, antennas, etc. on the exterior of buildings is prohibited. Students are not allowed on roofs, basements, or allowed to climb up the sides of the

buildings. Students may not climb in or out of the windows or remove window screens. University staff will retrieve any articles on the roof, and a charge will be assessed to the student's account. Items should not be stored on the catwalks or in other fire egress pathways.

7. **Use of Facilities:** Unauthorized entry to, or use of, institutional facilities, including buildings and grounds, is prohibited. Use of WOU residential facilities is limited to the residents, their escorted guests and other persons specifically authorized by WOU authorized personnel. The presence of any nonresident of the hall not authorized by WOU authorized personnel at a time other than during regular visiting hours (whether escorted by a resident of that hall or not) or when not an escorted guest of a hall resident constitutes a trespass. Those trespassing on the premises of University residential facilities may be arrested and, if convicted, could be punished under ORS 164.245 or 164.255.

F. FIRE/LIFE SAFETY

1. **Inspections:** Under the direction of the State Fire Marshal, residential staff will conduct an initial fire/life safety inspection of all residence halls in Fall Term. Students will be given at least 24 hours notice and must grant access, subject only to reasonable delay to ensure proper attire. A follow-up inspection will occur if the initial inspection reveals safety violations. General inspections may also occur throughout the year. See *The Guide to Residential Living* for specifics regarding fire/life safety policies.
2. **Fire Drills:** Fire Drills will be held once a term to ensure that students are familiar with emergency evacuation procedures. Buildings must be vacated immediately each time the fire alarm sounds. See *The Guide to Residential Living* for specifics regarding building egress.
3. **Tampering with Fire Equipment:** A minimum charge of \$100.00 will be assessed for tampering with fire alarms, smoke detectors, or other fire/life safety equipment (including, but not limited to, disconnecting or removing the battery or by other means rendering the smoke detector inoperable, and the removal of fire EXIT signs).
4. **Electrical Appliances/Halogen Lamps/Extension Cords:** Electrical appliances may only be used in their proper places (community kitchens, and Arbor Park Apartments). Use of blenders (single serving blender like a magic bullet is allowed), single element burners, toasters, toaster ovens, or any appliance with an exposed heating surface, as well as lamps with any type of halogen bulb are not allowed. All extension cords must be insulated, grounded, and have surge protection. See *The Guide to Residential Living* for all policies and prohibited items.
5. **Candles, Incense, and Flammable Materials:** The use of candles, incense, torches or open flame devices are prohibited in residence halls and apartments. Use of candles and/or incense for birthdays and religious purposes may be allowed within pre-approved, designated areas. (Approved in advance by a University Housing petition.)

G. GENERAL POLICIES

The following are common policies associated with on campus living. All policies are listed in *The Guide to Residential Living* and the *Code of Student Responsibility*, which are extensions of this contract. Disciplinary action may result if any student is found committing, attempting to commit, or intentionally assisting in the commission of any of the prohibited behaviors listed in the *Code of Student Responsibility*, *The Guide To Residential Living*, and this contract. For copies of these documents, please refer to the University Housing or Office of Student Conduct website.

1. **Alcohol:** Alcohol is prohibited on campus with the exception of Arbor Park, where all residents of the apartment are 21 years of age or older and agree to allow alcohol in the apartment.
2. **Airflow:** All vents and ducts must remain unobstructed to ensure comfort for all residents.
3. **Bathtubs/Showers:** To prevent damage, the shower doors/curtains must be closed when using the bathtub or shower.

4. **Bicycles:** Bicycle racks are located outside of each building. Do not lock bicycles to railings or posts. When bringing a bicycle into a building, please carry your bicycle. Riding bicycles or any other wheeled recreational vehicle in the halls is prohibited.
5. **Controlled Substances:** Illegal use, possession, or furnishing of controlled substances as defined by chapter 475 of the Oregon Revised Statutes and regulations adopted there under, on University owned and controlled property or at WOU sponsored/supervised activities is prohibited.
6. **Dangerous Devices:** Possession, use, or threatened use of firearms, fireworks, ammunition, explosives, chemicals, or any other objects as weapons on University property or at University sponsored or supervised activities, except as expressly authorized by law or University regulation, are prohibited.
7. **Guest Conduct:** Students are responsible and financially accountable to the University for the presence and conduct of anyone invited to visit or in whose visit the student has acquiesced. This section does not apply to the conduct of an assigned roommate unless such conduct occurred jointly, concurrently, in concert, or by common plan or design with the student, or was ratified by the student after the fact.
8. **Lost or Abandoned Property:** Items left in residence hall rooms or public areas will be inventoried and stored for 30 days. After 30 days these items will be discarded. Individuals seeking to retrieve these items should contact University Housing.
9. **Mailboxes:** Mailboxes must be checked at least once a week and at the end of every term. Students leaving mail unchecked in their boxes may face fines and/or disciplinary action. All mail is delivered to the Residential Service Center. Tampering with another student's mail is a Federal offense and if tampering occurs, students will face severe penalties. Suspicious packages will be held by University Housing staff and may require that students open the package in the presence of a staff member. Unidentified mail will be returned to sender. If no sender address is listed, the mail will be opened by authorized university personnel.
10. **Marijuana:** Federal law does not allow the use of medical marijuana or recreational use of marijuana as legalized by some states. Since WOU must comply with federal law, marijuana use is strictly prohibited in all situations.
11. **Pets:** Aquarium fish in aquarium tanks up to 10 gallons are permitted. No other pets are permitted. Feeding and harboring of stray animals is also a violation of the pet policy. Violations are subject to a \$150 fine.
12. **Quiet Hours:** During quiet hours, noise must be kept at a level that will not disturb other residents. General quiet hours are 11:00 p.m. - 8:00 a.m. Sunday - Thursday; Midnight - 10:00 a.m. Saturday and Sunday. Extended quiet hours are enforced during Prep Week (week 10) and Finals Week (week 11).
13. **Service and Emotional Support Animals:** Service and ESA's are allowed in the residence halls but require prior authorization and certification through the Disability Access Services department. Service animals in training are not allowed to live with their trainers in the residence halls.
14. **Tobacco:** Smoking, tobacco, electronic cigarettes, and all forms of smokeless tobacco is prohibited on all property and in all vehicles on university property. Tobacco may not be sold or distributed on any university property.

ACADEMIC YEAR HOUSING CONTRACT - THIS CONTRACT IS REQUIRED FOR ALL RESIDENTS and COVERS A FULL ACADEMIC YEAR. I have read and agree to all the terms, conditions and covenants set forth in this contract. I understand that this contract is binding for the 2025-2026 academic year (or remaining portion thereof), unless I withdraw my enrollment at Western Oregon University and formally check out of my housing accommodations by following procedures listed in Section IV, Article C#8. I understand that charges will continue to be assessed until I have checked out of my room/apartment properly regardless of my enrollment status at Western Oregon University.

If you qualify and want to request a Term Contract, COMPLETE THIS CONTRACT, then call University Housing (503-838- 8311), prior to moving onto campus to request a Term Contract. See Section IV for qualifications and requirements.

Questions? Contact University Housing at: 503-838-8311 or housing@wou.edu

***The Guide to Residential Living and the Code of Student Responsibility can be found online at:
<http://www.wou.edu/housing/printed-documents/>***

Please review these documents prior to your arrival on campus.