This contract is contingent upon the applicant’s academic admission to Central Washington University and maintenance of enrolled status with a minimum of seven quarter hours. Hereafter, you, the applicant and future student, will be referred to as the ‘Student,’ and Central Washington University will be referred to as the ‘University.’ The Student shall be bound by all the rules and regulations hereinafter indicated to abide by all the rules and regulations herein.

Please consult the following Table of Contents for the section number which may answer your questions.

Subject | Section #
---|---
Term of Agreement | 2
COVID-19 Special Terms | 27
Space Confirmation | 3
Loss and Damage | 4
Rate Increases | 5
University Entry | 6
Student Damages | 7
Assignment | 8
Accommodations During Break Periods | 16
Firearms Policy | 17
Live-in Requirement | 18
Reassignment of Space | 19
Services Provided | 20
Termination of Contract | 21
Waiver of Breaches | 22
Cumulative Remedies | 23
Expulsion or Salary Deduction | 24
Equal Opportunity | 25
Room and Board Fees... | 26
Deferments for Scholarships, Loans and/or Grants | 27
Changing Rooms | 28
Meal Plan Changes | 29
CWU Connection Cards | 30
Damage or Loss Free and Cleaning Charges | 31
After Description | 32
Partial Invalide... | 33

1. Term of Agreement: This agreement is for the entire academic year or that portion remaining at the time of admission. No cancellation may be considered except as noted in Section 16. The Student is entitled to space in residence halls and meal and personal services provided by the meal plan offered by the University and selected by the Student pending space availability. Meals will not be provided during academic break periods. Term of this contract shall be from September 1st, 2022, to June 30th, 2023, with the exceptions of winter and spring quarter breaks: December 1st through December 13th, 2022, and January 18th through March 26th, 2023. Dates are subject to change if the University determines that it is necessary to do so.

2. COVID-19 Special Terms: These special terms are in effect for the duration of the COVID-19 pandemic. Students residing in campus housing are expected to comply with applicable guidelines and/or directives of the Centers for Disease Control and state and local governmental authorities, including county health offices, and CWU relating to preventing the spread of COVID-19. Violations of these policies may result in fees and/or disciplinary action. The Student shall be advised of, and agree to abide by, all rules and regulations of the University which are in effect during the building more than three days and two nights in a given week.

3. Reassignment of Space: The premises are to be used solely for residential purposes of those assigned by the University. The Student may not assign or sublet the whole or any part of the building to another, and no one is permitted to reside in the building more than three days and two nights in a given week.

4. Loss and Damage: The University reserves the right to have the Student be affected or reduced by such utility or service if, in the judgment of the University, the cost of replacing the damaged or missing property is excessive. The University reserves the right to have the Student be affected or reduced by such utility or service if, in the judgment of the University, the cost of replacing the damaged or missing property is excessive.

5. Rate Increases: The rates for the academic year may be increased by no more than 5 percent for emergency purposes by directive authorized by the University Board of Trustees. Rules may change according to approval of the University Board of Trustees.

6. University Entry: The University reserves the right to terminate any contract if the Student is in violation of any University rules or regulations. Students who have their contract terminated by the University will be subject to the same fees as outlined in Section 16.

7. Student Damages: Each Student is personally responsible and liable for their shared space of the University’s cooler for replacement or repair incurred as a result of any loss or damage to the structure in which they are housed, and all damages to reasonable wear and tear as determined by the University. Property loss or damage may be recovered by the University from the Student via a violation of this policy. Damages in community areas could result in an equal assessment of damage between the Student and any other Community or campus housing representatives.

8. Assignment: The University reserves the right to reassigned the Student to different rooms at any time and the Student will be notified of such reassigned assignment by a process to be set forth by the University. The Student’s assigned space requires prior approval from Housing and Residence Life. Changes made by the University will be subject to the same fees as outlined in Section 16.

9. Accommodations During Break Periods: Students must vacate their rooms within 24 hours after termination of student status or their last final examination of the quarter. Penalties will be charged against the Student. If the Student fails to vacate their rooms within 24 hours after their last final examination of the quarter or their last final examination of the quarter, the Student will be charged against the Student. If the Student fails to vacate their rooms within 24 hours after their last final examination of the quarter or their last final examination of the quarter, students must pay the full quarter contract amount.

10. Pets: The Student is not permitted to have cats, dogs, or any other animals in the residence halls except for animals providing assistance for persons with disabilities or animals owned or leased property. Violators of this law shall be subject to appropriate disciplinary or legal action including possible termination of the violation of their housing contract or lease.

11. Firesarms Policy (WAC 106-12 4-700): All persons in possession of any gun, pistol, firearm, explosive, dangerous chemical, or other dangerous weapon or instrument shall be subject to confiscation of this plan and reassignment to Dining Services at the end of the academic year. The rates set each year represent a commitment among the residents to support the total residential community with their payments and participation in the programming designed to enrich their college experience and increase their opportunities for academic and off-campus learning success. EACH STUDENT IS

12. Live-in Requirement: All non-married first year students enrolled in 7 college credits or more and under 20 years of age who are residing with their parents or certain relatives in a commuting distance, must live in the residence halls as required by WAC 106-156-010 and WAC 106-156-011. Running Start students, regardless of age or credit level, are required to live on campus for one academic year.

13. Reassignment of Space: The premises are to be used solely for residential purposes of those assigned by the University. The Student may not assign or sublet the whole or any part of the building to another, and no one is permitted to reside in the building more than three days and two nights in a given week.

14. Pet Reassignment: The Student is in violation of the University before altering any portion of the room or University-owned equipment. Furnishings, appliances, and similar acts of God, or for loss of monies, valuables and other personal property of the Student due to the Student’s negligence. Loss and Damage: The University reserves the right to have the Student be affected or reduced by such utility or service if, in the judgment of the University, the cost of replacing the damaged or missing property is excessive.

15. Loss and Damage: The University reserves the right to have the Student be affected or reduced by such utility or service if, in the judgment of the University, the cost of replacing the damaged or missing property is excessive.

16. University Entry: The University reserves the right to terminate any contract if the Student is in violation of any University rules or regulations. Students who have their contract terminated by the University will be subject to the same fees as outlined in Section 16.

17. Waiver of Breaches: Failure of the University to exercise any right or remedy available to the University as a result of the Student’s breach of any of the terms, covenants, or conditions of this contract shall not be deemed to be a waiver by the University of any such rights or remedies. No terms or conditions of this contract required to be performed by the Student and no breach thereof shall be waived, altered, or modified except by an express written permission of the University. The receipt of payment by the University, with the knowledge of the breach of any terms, covenants, or conditions of this contract, shall not be a waiver of any breach.

18. Cumulative Remedies: The specified remedies used by the University under the terms of this contract are cumulative and are not intended to be exclusive of any other remedies available to the Student in redress to which the University may be lawfully entitled in case of breach of any covenant or condition of this contract.

19. Expiration: Failure to satisfy any financial obligations incurred in accordance with the terms and conditions of this contract may (together with the University’s fees and costs and charges necessary for the collection of any amount) result in action by the University to withdraw admission and to require the Student to pay all of their academic and residential fees, and to pay any additional costs incurred in the issuance of transcripts or grade reports, pursuant to WAC 106-124-001.

20. Equal Opportunity: Central Washington University is an EEO/AA institution and admits students, employees, and visitors who actively promote the rights of all individuals to equal opportunity in education and employment without regard to their race, ethnicity, color, creed, religion, national origin, sex, sexual orientation, gender identity and gender expression, age, marital status, disability, genetic information, veteran status, and any other characteristic protected by law. The University administers an affirmative action program for employment purposes, which complies with state and local laws, regulations, and executive orders. Policy statements on affirmative action, nondiscrimination, and equal opportunity are available at cwe.edu/resources-reports/cwup-2-35-equal-opportunity-policies-and-programs.
21. Room and Board Fees:
   A) Room/Board fees are due in full as follows:
      Winter: Sept 27, Jan 10, April 17
      Fall: $10
      Winter: $65
   B) Late Fees: A $50 fee is placed on all student accounts that are not paid in full 10 days after the first due date. The second (final) due dates for each quarter are Oct. 20, Feb. 2 and April 26.
      A $100 late fee is assessed on first and board fees not paid 10 days after second (final) due dates for each quarter.
   The CWU Board of Trustees approves housing rates for the following academic year. Payment is due on the student’s MyCWU online account or in person at the Cashiers Office. On each check or with each payment, indicate the student’s name and student’s identification number.

22. Deferments for Scholarships, Loans and/or Grants:
   When payment of the room, board, and/or fees is to be received, it is to be made from the monies the applicant receives from grants, loans, or other sources. Such systems are reported back to the Office of Admissions of the student’s name, such grants, loans and/or scholarships.

23. Changing Rooms: Transfers within each quarter. There are no room transfers permitted prior to Transfer Day without written approval from Housing. On Transfer Day, requests for transfers are made through Housing on a first-come, first-serve basis through the students’ MyHousing portal. If your request cannot be accommodated, your name will be placed on a transfer list. If you wish to transfer after Transfer Day, you would need to contact your Residence Hall Coordinator for approval and your request is sent to Housing Services. We will try to accommodate your request, however, we can make no guarantee. At your request, you will be placed on a transfer list. Students are required to move within 48 hours of the time of approval. Failure to move will result in charges for both rooms. Students who change rooms without proper authorization from Housing will be charged a $100 penalty and may be required to move back to original assignment.

24. Meal Plans:
   All students living in the residence halls are required to have a meal plan. The pre-paid dining debit dollar accounts that residents use to purchase their meals, food, and sundry needs at all campus dining halls and convenience stores. The cost of each meal plan includes pre-paid dining debit dollars, which are added to the account at the beginning of each quarter.

25. Safety and Security:
   Security is a priority. Many of the safety and security concerns, such as fire, theft, loss, or personal injury may be prevented by following safety instructions and procedures. In the event of a security emergency, call 509-963-2031 or immediately contact Campus Safety Officer Barge Hall, Suite 204.

26. CWU Connection Cards:
   Campus identification cards are issued to all students and are required when using your prepaid dining debit account or accessing any campus services. If your card is lost or stolen, report it immediately to avoid its use by another individual to and arrange for replacement. Lost cards cost $35 to replace. Unauthorized use of your card by another individual is forbidden and may result in a $100 fine. (Cards cannot be borrowed.)

27. Damage or Loss Fines and Charges:
   Students are responsible for keeping their assigned room and complete meal plans in good repair and for returning all equipment. This includes furniture and all personal items that pertain to making appeals.

   A listing of possible changes to the student’s account is as follows:
   - Carpet damage
   - Cost to repair
   - $100 or more, whichever is greater
   - Failure to leave room adequately clean
   - $45 or clearing cost, whichever is greater
   - Failure to clean micro-flare
   - $35
   - Damage to building, walls, or contents
   - Cost to repair
   - Damage to mailbox
   - Cost to repair
   - Damage to walls
   - Cost to repair
   - Damage to exit signs
   - $100 or repair costs, whichever is greater

   Fire protection equipment:
   - Misuse of fire extinguishers
   - $100 or repair costs, whichever is greater
   - Moving fire detection, evacuation system, smoke detectors, sprinklers
   - $500 or repair costs, whichever is greater
   - Inspection costs
   - $50

   Furniture:
   - Loss of furniture or equipment
   - Current replacement value
   - Moving furniture without authorization
   - $50 per item or costs, whichever is greater
   - Damage to furniture
   - $50 per item or costs, whichever is greater
   - Improper check-in
   - $35
   - Replacement of lost keys
   - $65
   - Laundry/linen
   - $65
   - Mailbox
   - $10
   - Replacement of any broken or missing part
   - $10

   Students who transfer after Transfer Day, you would need to contact your Residence Hall Coordinator for approval and your request is sent to Housing Services.

   A listing of possible charges to the student’s account is as follows:
   - Laundry facility use by non-residents
   - $25
   - Roofing: Being on roofs of buildings
   - $50 plus cost to repair damages
   - Smoking in rooms or on balconies
   - $50
   - Windows:
     - Throwing objects from residence hall window, nook, or balcony
     - $50 or cost to repair
     - Fine of up to $500
   - Pet in Housing*
     - $50 or cost to repair

   Students who transfer from the residence halls to campus apartments must pay a $100 overhead charge. Such transfer students must initiate a start-up dining services debit balance of $50 per quarter for any part thereof left on their residence hall contract. Students transferring during fall quarter must have an initial balance of $200, those transferring during winter, $200, and those during spring, $100. This mandated balance must be established prior to approval of their apartment contract and is non-refundable. The mandated balance is valid only through the end of spring quarter for the current academic year.

   Meal Plan Charges:
   Students are encouraged to review use of the prepaid dining debit account each quarter to ensure they are following the correct meal plan to meet their dietary needs. Meal plans may be changed either through MyCWU or in connection at the Office of the Executive Director. Telephone requests will not be accepted. Changes may be made during the University’s registration add/drop period only.

   CWU Establishes a Civil Rights Compliance Program:
   CWU is an Equal Opportunity Educator and Employer that is committed to the principles of a diverse and inclusive environment, and complies with applicable federal, state, and local laws, regulations, and executive orders. Policy statements on affirmative action, equal opportunity, gender, and sexual orientation, sexual harassment, non-discrimination, etc. are contained in the respective policy document and are available to all students, faculty, staff, and visitors.

   Students who transfer to CWU from an institution that does not comply with federal and state laws and institutional policies are required to: Executive Director of Housing and Residence Life or designee, if they do so within 10 business days of notification. To appeal, address written objection to the Executive Director of Housing and Residence Life or designee, and deliver through your CWU email account to housing@cwu.edu.

   Students may appeal the decisions to the Executive Director of Housing and Residence Life or designee if they do so within 10 business days of notification. To appeal, address written objection to the Executive Director of Housing and Residence Life or designee, and deliver through your CWU email account to housing@cwu.edu.

   Partial Invalidity: Any provision of this contract which shall prove to be invalid, void, or illegal shall in no way affect, impair, or invalidate any other provision hereof and such other provision shall remain in full force and effect.

   Updated 2021/2022

---

Central Washington University is an EEO/AA/Titie IX Institution. CWU’s policies and practices affirm and actively promote the rights of all individuals to equal opportunity in education and employment without regard to their race, ethnicity, color, creed, religion, national origin, sex, sexual orientation, gender identity, age, marital status, disability, genetic information, or status as protected veterans. The university administers an affirmative action program for employment purposes and complies with applicable federal, state, and local laws, regulations, and executive orders. Policy statements on affirmative action, equal opportunity, gender, and sexual orientation, as well as discrimination complaint resolution policy and procedures available at cwu.edu/resources/reports/cuw-2-35-equal-opportunity-policies-and-programs.

The person responsible for institutional compliance with most federal and state laws and institutional policies pertaining to discrimination is Thomas Pedersen, Director, Civil Rights Compliance & Title IX Coordinator. He also serves as the university’s ADA Compliance Officer and can be contacted with questions or concerns related to disability-related laws and institutional policies at 509-963-2031 or by email at thomas.pedersen@cwu.edu. Office of Civil Rights Compliance is located on 2nd floor of Barge Hall, Suite 204. Persons of disability may request this material in alternative format or make arrangements for reasonable accommodation by calling Housing at 509-963-1831 or by emailing housing@cwu.edu.

Annual Reports:

1. Campus Safety and Security:
   - The university’s annual reports are available at:http://www.cwu.edu/campus-safety
   - The annual report indicates the number of crimes or incidents that occurred on campus, the reporting rate, and the number of off-campus incidents that were referred to the police or having an effect on campus security.
   - This information includes the number of crimes reported to the police and the number of crimes that were cleared by the police.

2. Fire Safety:
   - The university’s annual report on fire safety includes information about the number of fire drills conducted and the number of fires that occurred on campus.

3. Clery Act:
   - The Clery Act requires institutions to disclose information about crimes that occur on campus.

4. Campus Security:
   - The university’s annual report on campus security includes information about the number of incidents reported to the police, the number of off-campus incidents that were referred to the police, and the number of crimes that occurred on campus.

5. Sexual Harassment:
   - The university’s annual report on sexual harassment includes information about the number of incidents reported and the number of investigations conducted.

6. Drug and Alcohol Abuse:
   - The university’s annual report on drug and alcohol abuse includes information about the number of incidents reported and the number of students who were referred to the police.

7. Campus Violence:
   - The university’s annual report on campus violence includes information about the number of incidents reported and the number of students who were referred to the police.

8. Hate Crimes:
   - The university’s annual report on hate crimes includes information about the number of incidents reported and the number of students who were referred to the police.

9. Hate Bias:
   - The university’s annual report on hate bias includes information about the number of incidents reported and the number of students who were referred to the police.

10. Sexual Assault:
    - The university’s annual report on sexual assault includes information about the number of incidents reported and the number of students who were referred to the police.

11. Stalking:
    - The university’s annual report on stalking includes information about the number of incidents reported and the number of students who were referred to the police.

12. Dating Violence:
    - The university’s annual report on dating violence includes information about the number of incidents reported and the number of students who were referred to the police.

13. Sexual Orientation:
    - The university’s annual report on sexual orientation includes information about the number of incidents reported and the number of students who were referred to the police.

14. Gender Identity:
    - The university’s annual report on gender identity includes information about the number of incidents reported and the number of students who were referred to the police.

15. Gender Expression:
    - The university’s annual report on gender expression includes information about the number of incidents reported and the number of students who were referred to the police.

16.7.2020

---

The person responsible for institutional compliance with most federal and state laws and institutional policies pertaining to discrimination is Thomas Pedersen, Director, Civil Rights Compliance & Title IX Coordinator. He also serves as the university’s ADA Compliance Officer and can be contacted with questions or concerns related to disability-related laws and institutional policies at 509-963-2031 or by email at thomas.pedersen@cwu.edu. Office of Civil Rights Compliance is located on 2nd floor of Barge Hall, Suite 204. Persons of disability may request this material in alternative format or make arrangements for reasonable accommodation by calling Housing at 509-963-1831 or by emailing housing@cwu.edu.