



University of Pittsburgh

Housing/Dining Services Information Packet (Fall & Spring)

THIS INFORMATION HAS BEEN DESIGNED TO ASSIST YOU IN APPLYING FOR UNIVERSITY HOUSING. ALL OF THE INFORMATION PROVIDED IN THIS PACKET IS EXTREMELY IMPORTANT. PLEASE BE SURE TO READ IT THOROUGHLY.

Once you have read this information, students who desire to apply to live in University Housing should follow the online application instructions that are included in this mailing's materials and **complete the following steps online:**

- (1) Pay the Housing Deposit in the amount of \$325 via e-check or credit card,
- (2) Agree to the terms and conditions for the Housing/Dining Services contract, (for your convenience, a copy of this contract has been included in this mailing's materials for you to review beforehand),
- (3) For Freshmen and New Students ONLY: Read the enclosed "Facts About Meningitis" brochure and state either "Yes" or "No" to the vaccine question online; and,
- (4) For Freshmen and New Students ONLY: Complete your application preferences to include your accommodation and roommate choice.

DUE DATE: February 13, 2009

APPLICATION PROCESS

Application to University Housing is separate from application to the University of Pittsburgh. Receipt of an applicant's Housing/Dining Services Contract does not guarantee admission to the University. Applicants are responsible for processing the appropriate materials in order to gain admission to the University. Prospective students may apply for University Housing after admittance to the University.

Housing/Dining Services Contracts that are incomplete or not accompanied by the \$325 Deposit will not be processed.

ELIGIBILITY

Although University Housing is the choice of virtually all new students who attend the University, no one is required to live on campus. To be eligible for occupancy in University Housing, a person must be enrolled as a full-time student at the University of Pittsburgh.

HOUSING/DINING SERVICES CONTRACT

All students living in University Housing must sign a two-term Housing/Dining Services Contract covering

both the Fall & Spring Terms. The Housing/Dining Services Contract is legally binding for the entire academic school year unless the student enters University Housing during the Spring-term, in which case the contract is binding only for the Spring-term.

HOUSING GUARANTEE

Incoming Students

Prospective freshmen who are admitted for the Fall Term and pay their \$300 enrollment fee and their \$325 housing deposit by May 1 are guaranteed on-campus housing. This guarantee is good for three years provided that all housing application and deposit deadlines in each subsequent year are met.

Returning “Guaranteed” Students

Students who have lived in University Housing during their first year with a housing “**guarantee**” are guaranteed housing for their second and third year at the University if they maintain their status as a full-time student and satisfy all housing requirements (i.e., contract and Deposit are submitted by Due Date) in each successive year. Housing information for future years will be forwarded to the student’s campus address, and such information will detail specific housing requirements and selection guidelines.

Termination of Guarantee

In order to maintain the housing “**guarantee**” for the full three-year period, all application and Deposit Due Dates must be met each year. Should any of these deadlines or requirements be missed, the “**guarantee**” will automatically become invalid. Applicants who cancel or fail to renew their University Housing will forfeit their housing “**guarantee.**” Once the “**guarantee**” has been revoked, it cannot be reinstated for any reason.

“Non-Guaranteed” Students

Students who do not meet the requirements to obtain the housing “**guarantee**” along with those students who forfeit their housing “**guarantee**” are classified as “**non-guaranteed**” students.

DEPOSIT

A \$325 Deposit must accompany the Housing/Dining Services Contract. Payments can be made online by VISA, MasterCard, Discover Card, or e-check. Payments can also be made at Panther Central by check or money order made payable to the University of Pittsburgh. The Deposit is non-refundable after established cancellation dates (set forth below). The Deposit will be applied toward Spring-term room charges. If a student is indebted to the University for current or prior term charges, the University may, at its option, apply the Deposit to any such outstanding indebtedness and cancel the Housing/Dining Services Contract.

DEADLINE

The Housing/Dining Services Contract and Deposit must be completed and received by the required Due Date. Any application received or postmarked after this date will be placed on the wait list and handled on a first-come, first-serve basis.

CANCELLATION OF THE HOUSING/DINING SERVICES CONTRACT

The Housing/Dining Services Contract may be cancelled by providing a written request for cancellation to Panther Central subject to the terms and conditions set forth below. Neither oral communication with Panther Central nor written communication with other offices constitutes cancellation of the Housing/Dining Services Contract. Cancellations must be postmarked by the dates set forth below.

Incoming Students

- **On or before July 1st** - The Housing/Dining Services Contract will be cancelled and the Deposit will be refunded.
- **After July 1st but on or before August 1st** - The Housing/Dining Services Contract will be cancelled, but the Deposit will be retained by the University.
- **After August 1st but on or before August 15th** - The Housing/Dining Services Contract will be cancelled, but the Deposit will be retained by the University and an additional penalty of \$250 will be assessed.
- **After August 15th** - The Housing/Dining Services Contract will not be cancelled, and you will be responsible for payment of the full amount of the Housing/Dining Services Contract.

Returning Students

- **On or before April 15th** - The Housing/Dining Services Contract will be cancelled and the Deposit will be refunded.
- **After April 15th but on or before August 1st** - The Housing/Dining Services Contract will be cancelled, but the Deposit will be retained by the University.
- **After August 1st but on or before August 15th** - The Housing/Dining Services Contract will be cancelled, but the Deposit will be retained by the University and an additional penalty of \$250 will be assessed.
- **After August 15th** - The Housing/Dining Services Contract will not be cancelled, and you will be responsible for payment of the full amount of the Housing/Dining Services Contract.

Spring Semester Cancellations

The Housing/Dining Services Contract is for two terms. However, students may be released from the contract for the following reasons as long as they bring verification to Panther Central, (located in the Litchfield Towers), by **December 1, 2009**.

- Graduating
- Studying Abroad with a University of Pittsburgh approved program
- Spending a Semester-at-Sea
- Working a Co-Op or Internship
- Resigning from the University of Pittsburgh.
- Transferring to another college

Verification includes a letter from the Study Abroad or Semester-at-Sea Office, a copy of your application for graduation, a resignation form signed by your advisor, your acceptance letter from your new college, a letter from the Co-Op office, etc.

We are unable to release you from your contract to move off-campus or commute.

Wait List Students

“Non-Guaranteed” Students may be placed on the wait list. If a Notice of Assignment has not been issued to you, you may cancel your Housing/Dining Services Contract and have your Deposit refunded in full. After a Notice of Assignment has been issued by the University, you may only cancel your Housing/Dining Services Contract as specified in such Notice of Assignment.

HOUSING ASSIGNMENT NOTIFICATION

At the time University Housing is assigned, Panther Central will attempt to honor the preferences expressed by the applicant for specific buildings, room/apartment types, and roommate requests. The Applicant understands that these are preferences only and that Panther Central is unable to guarantee the assignment or selection of a particular building, room/apartment type, roommate or other requested options. Panther Central will send a Notice of Assignment to you. This notice will include instructions about going online to view your assignment information such as: building, room number, telephone number, and any roommate information applicable at the time of assignment. The University has the sole right to make room assignments and reserves the right to change room assignments at any time.

HOUSING AND DINING SERVICE RATES

The applicant agrees to pay the room and meal plan rates established by the University. All housing and meal plan charges will be billed to the resident’s student account at the University. The University offers two (2) types of University Housing options: Residence Hall or Apartment-style Accommodations. Generally, Apartment-style accommodations are not available for freshmen occupancy. The established rates are set forth in the schedule entitled “Housing and Dining Service Rates” for any applicable year. The effective rates for the upcoming year will be established and published no later than April 1st.

MEAL PLANS

All students residing in Residence Halls are required to purchase a meal plan. Students residing in Apartment-style Accommodations may purchase a meal plan, but are not required to do so. **In the event that you do not receive University Housing, you will need to apply for a meal plan by contacting Panther Central.**

Dining facilities are open when undergraduate classes are in session and accept meal plans during the school term with the following exceptions: Thanksgiving Recess and Winter Recess. During Spring Break students may use the Dining Dollars portion of their meal plan at dining facilities which are open during that week.

The meal plans consist of Dining Passes or Dining Dollars or a combination of both. Dining Passes and Dining Dollars are good for the entire term. If they are not used by the end of the term, the remaining balance is forfeited

Traditional Meal Plans Offered:

Ultimate Access Tier

Plan A: Ultimate Access

Plan B: Ultimate Access with \$150 Dining Dollars

Plan C: Ultimate Access with \$300 Dining Dollars

Tier 1

Plan A: 225 Passes with \$230 Dining Dollars

Plan B: 200 Passes with \$440 Dining Dollars

Plan C: 175 Passes with \$645 Dining Dollars
Plan D: 150 Passes with \$790 Dining Dollars
Plan E: 125 Passes with \$970 Dining Dollars

Tier 2

Plan A: 175 Passes with \$275 Dining Dollars
Plan B: 150 Passes with \$420 Dining Dollars
Plan C: 125 Passes with \$600 Dining Dollars
Plan D: 100 Passes with \$785 Dining Dollars
Plan E: 75 Passes with \$945 Dining Dollars

Tier 3

Plan A: 125 Passes with \$370 Dining Dollars
Plan B: 100 Passes with \$555 Dining Dollars
Plan C: 75 Passes with \$715 Dining Dollars
Plan D: 50 Passes with \$930 Dining Dollars

Tier 4

Plan A: 100 Passes with \$125 Dining Dollars
Plan B: 75 Passes with \$285 Dining Dollars
Plan C: 50 Passes with \$500 Dining Dollars

Apartment-style Meal Plans Offered:

Plan A: 35 Passes with \$320 Dining Dollars
Plan B: 15 Passes with \$150 Dining Dollars
Plan C: \$645 Dining Dollars ONLY
Plan D: \$325 Dining Dollars ONLY

- Freshmen residing in Residence Halls may choose any meal plan option within the Ultimate Access Tier, Tier 1, Tier 2 or Tier 3.
- Upperclass students residing in Residence Halls may choose any meal plan option within the Ultimate Access Tier, Tier 1, Tier 2, Tier 3 or Tier 4.
- Students residing in Apartment-style Accommodations may choose any option within the Traditional or Apartment-style Meal Plans.

Students residing in Residence Halls that do not select a meal plan will be assigned Tier 2 – Plan B.

Students may change their meal plan for the Fall or Spring term through the second week of class for each respective term. Minimum plan requirements must be maintained. Students may purchase additional Dining Dollars at any time in \$50 increments through Panther Central.

OCCUPANCY

Students may not take up residency in University Housing prior to the opening dates for both Fall and Spring terms. University Housing opening and closing dates are published within the University of Pittsburgh Academic Calendar, and in the case of the Fall Semester, along with your “Arrival Survival”

instructions that are sent to your home. During the Winter Recess, the students living in Residence Halls will not have access to their accommodation. All University Housing must be vacated in accordance with the University's published schedules.

All personal belongings must be removed from University Housing by 12 p.m. (Noon) on the specified closing day at the end of school year or final departure. Any personal property left in University Housing upon departure or termination of University residency shall be discarded.

UNIVERSITY RULES AND REGULATIONS

Students are responsible for knowing and observing University policies, rules and regulations as set forth in official University publications (including, among others, the Student Code of Conduct, and the Residential Handbook). The University reserves the right to make policies, rules and regulations as in its judgment may be necessary for the safety, care and cleanliness of University Housing and for the preservation of order. Violations which compromise the safety and security of residents may result in Contract termination and other appropriate disciplinary sanctions.

FURNITURE

University housing accommodations are provided to all students as furnished accommodations. Any student who unilaterally removes University furniture will be charged full replacement value for each piece of furniture removed from their accommodation.

The furniture and contents of any lounge facilities should not be removed from its designated area for any reason. In addition to any disciplinary action, student(s) found with common area furniture may be subject to fines and penalties.

DAMAGES

Students are responsible for all damages done to his/her living and study area and are responsible for payment to the University for any related damage charges. If the University cannot determine responsibility for damage to public or semi-private areas, each student is, along with other residents, jointly responsible for any damage that may occur.

INSURANCE

The University is not responsible for any damage or injury to the student or any other individual or property in University Housing. The student agrees that the University is not responsible for any damage or injury from any act of another resident, or any other person. The student agrees that the University is not responsible or liable to the student for any personal property that is lost, stolen or missing from University Housing. **The student shall be responsible for having adequate and appropriate insurance (i.e., homeowners' supplemental insurance and/or renter's insurance) to protect against any loss or damage to the student's personal property.**

COOKING

The University will permit cooking only in the designated kitchen areas of the University Housing. In all other areas, cooking is permitted only with University approved appliances. The following appliances are prohibited: toaster ovens, microwave ovens larger than 800 watts, refrigerators larger than 4.2 cubic feet, gas grills, steamers and any open-flame cooking device or heating unit.

KEYS AND OR KEYCARDS

The room key or keycard you are issued is the property of the University and cannot be exchanged or given to another person or duplicated outside of the standard University procedure. There is a charge for

replacement of lost or damaged keys and lock changes for keys not returned. Only hard keys are required to be returned.

HOUSEKEEPING

The University will provide cleaning for communal bathroom facilities and public areas of the Residence Halls. Students residing in Apartment-style or Suite Accommodations or in accommodations with private or semi-private bathrooms are responsible for the cleaning of their bathrooms.

DISABLED STUDENTS

A variety of facilities and services are available for students with disabilities. Students with disabilities who require adapted facilities or services should contact the office of Disability Resources and Services in writing at 216 William Pitt Union, Pittsburgh, PA 15260, as soon as possible to document their disabilities and their needs or requests. Students with disabilities must meet the standard guidelines for housing eligibility. For additional questions or concerns, you can contact the Disability Resources and Services Center at 412-648-7890 or 412-383-7355 (TTY).

MENINGITIS

As a condition of occupancy in University Housing, Pennsylvania law requires all students living in University Housing to receive a one-time vaccination against meningococcal disease commonly known as meningitis, **OR**, to sign a waiver that indicates that they are choosing to decline the vaccine. The required form must be signed electronically along with the Housing/Dining Services Contract. Completion and return of this form is required for a student to receive a housing assignment.