I. Policy

To be eligible to occupy Family and Graduate Housing, the student must be enrolled full-time, continue to make normal progress toward a degree as determined by the Dean of his/her college or school and be considered part of a family unit which is defined as a husband and wife with or without children; a single parent, widow, widower or divorcee who has one or more dependents living with them; a single graduate student. Students who are not eligible for occupancy because of insufficient hours, non-enrollment, or change in family status are required to notify Family and Graduate Housing as soon as they are aware they are no longer eligible. Students who fail to do so are subject to having their contract terminated immediately.

II. Procedure

A. Assignment

Applications are filed according to the date they are received by Housing. When an apartment becomes available for assignment, it is offered to the student with the earliest application date who has requested an apartment for that semester. Transferring to another apartment is permitted under the following circumstances and requests are filled on a space available basis:

1. No outstanding balances exist prior to acceptance of the request to transfer and prior to assignment.

2. A $25 administrative fee is paid at the time of transfer.

B. Occupancy

Occupancy shall begin and terminate as provided in the Family and Graduate Housing Application.
Guests are not permitted to occupy an apartment beyond a five (5) day period without prior approval from the roommate(s), if applicable, and the Assignment Coordinator of Family and Graduate Housing. Current and specific information regarding the registering of guests is available from the Family and Graduate Housing Office.

C. Automatic Contract Renewal for Students and Visiting Faculty

Contracts end June 30 at the end of each fiscal year. Contracts shall automatically renew for an additional fiscal year unless the lessee notifies the University in writing with intent to vacate 45 days prior June 30. However, no contract will be extended beyond May 15, 2016. If notification is not given, the contract will be automatically extended for an entire additional fiscal year.

Upon the lessee’s official withdrawal or graduation from the University, the lessee can terminate their contract if he/she gives the University written notice 45 days prior to the end of the lease term. The lessee must move out between Reading Day and 48 hours after graduation as posted in the University calendar.

D. Lease Terms

Rent is due on the first day of the month. Contact the Bursar’s Office regarding payment options and late fees. Failure to pay as agreed, including checks returned by banks for insufficient funds, may result in eviction. Residents who are evicted for non-payment of rent will be ineligible for re-admittance to campus housing.

For the term of the contract, the University requires a security deposit of $100 which may be used for replacing keys, more than normal cleaning upon a resident’s vacating, repairing damages and/or delinquent rents. Damages exceeding the $100 security deposit will be billed to the student’s account. Any refund amount remaining will be applied to the student account. Additionally, a non-refundable application fee is required for all applicants.

All federal, state and applicable local laws, as well as policies and regulations of the University including University Policy STAF 4.03 University Housing Policies and Regulations, have full force and effect within licensed property. Violations of such laws and regulations by the student, the student’s family, or the student's guests are prohibited under this agreement.

III. Related Policies

See also:
University Policy STAF 4.03 University Housing Policies and Regulations
IV.    Reason for Revision

Policy, organization content and accuracy reviewed and the policy was revised to reflect current practices.