

## (A117) The Housing Process for the 2017-2018 Academic Year

On-campus housing application forms are distributed to all returning and new students. **Students who have made prior applications are still required to complete and return the enclosed application** by the deadline of **March 31, 2017**. New students need to have received a letter of acceptance from the seminary before the housing application can be processed. The housing assignment process will be held the week of April 10<sup>th</sup>. Apartment and dormitory applicants will be notified of assignments the week of April 24<sup>th</sup>. Leases will be distributed the first week of May.

A. Housing policies have been established by the Housing Committee, which is comprised of nine members. The junior class shall elect five members, who shall fill the following categories: 1 single female junior, 1 single male junior, 1 married junior with no children, 1 married junior with children, 1 junior living off campus; the middler class shall elect a member who had served on the Housing Committee the previous year; and the senior class shall elect a member. The Assistant to the President and the Events and Housing Coordinator shall be members of the committee with the right to vote.

B. This committee shall be in charge of housing assignments and will establish a grievance procedure for handling any and all complaints relating to housing, excluding routine maintenance.

C. Exceptions to the Housing policy will be considered only upon written petition to the Housing Committee.

D. The Assistant to the President and the Housing Coordinator are empowered to make adjustments in the assignments of apartments to be more equitable.

E. The Housing Coordinator shall serve as chair of the Housing Committee.

F. Any occupants found in violation of the lease, or who, in the judgment of the Events and Housing Coordinator and the Assistant to the President, otherwise misuses the property, will not be eligible for on-campus housing. The situation will be subject to review by the Housing Committee and the Seminary administration.

G. Housing is intended for first professional degree theological students (M.Div., M.A.M.S., M.A.R.). All others may submit a request for housing on a space-available basis.

H. Housing assignments will be made within each category established by the priority list, choice of apartment size, and furnished or unfurnished. Specific housing units are granted where possible.

I. The priority for awarding housing in the assignment process is based on these primary categories:

- |                                 |                                   |
|---------------------------------|-----------------------------------|
| 1 <sup>st</sup> - Family of 6   | 7 <sup>th</sup> - Family of 3     |
| 2 <sup>nd</sup> - Family of 5 ½ | 8 <sup>th</sup> - Family of 2 ½   |
| 3 <sup>rd</sup> - Family of 5   | 9 <sup>th</sup> - Family of 2     |
| 4 <sup>th</sup> - Family of 4 ½ | 10 <sup>th</sup> - Family of 1 ½  |
| 5 <sup>th</sup> - Family of 4   | 11 <sup>th</sup> - Single Student |
| 6 <sup>th</sup> - Family of 3 ½ |                                   |

J. The family members named on the housing application must be dependents and/or spouse who will be living on campus. Family members not living on campus, such as dependent children away at college, will be counted as one-half person for purposes of the assignment process. Students will register for the housing assignment process using these criteria.

For purposes of determining priority of assigning apartments, a single student with a dependent child living on campus will have a size factor of one added to the family size.

K. Graduating seniors are expected to vacate housing by June 15 in order to facilitate cleaning, general maintenance, and room preparation for arriving students.

L. Students interested in sharing an apartment or dormitory suite must submit an application with their roommate already chosen. Each lessee is fully responsible for the entire lease regardless of the status of the other lessee. Making a joint application does not guarantee an apartment of your choice. However, students willing to share an apartment will receive priority within the single student category.

M. In the assignment of Seminary-owned housing, returning students who wish to retain the housing they are presently occupying **must enter the assignment process**, but will receive highest priority within their family size category. However, it may be necessary to relocate if a larger family needs that housing.

N. Students who request the same housing but are reassigned housing within their three years of residency, will receive preferential treatment within their family size category.

O. **All seniors, including those living in campus housing during their internship year, will enter the housing process.** They will be assigned as new applicants within their family size category.

P. Unassigned or vacated apartments may be assigned by the Events and Housing Coordinator utilizing the same priority criteria and standing in the draw from before.

Q. Additional Fees:

- An administrative fee in the amount of \$20.00 will be assessed for the replacement of a lease.
- A \$100 fee will be charged if a move/change of campus housing is initiated by the student.