

## HOUSING POLICY

### Eligibility for On-Campus Housing

Divinity school residential life is available for all full-time degree students. Students registered on a part-time basis are eligible for housing. Housing may be made available to other parties affiliated or not affiliated with the divinity school when available if approved by the Housing Director.

### Types of Residential Living

The divinity school currently has the following housing available:

**Saunders Hall:** Apartment housing consisting of one-, two-, and three-bedroom units. Apartments are unfurnished except for stove and refrigerator. Common kitchen, social area, and laundry areas are located in the basement. A wheelchair handicapped-accessible housing unit is available. Telephone service can be arranged through Frontier Telephone, and Cable TV can be arranged through Time-Warner Telecom. A local area network connection is included in the technology fee.

**Andrews Hall:** Apartment housing consists of one-bedroom units. Apartments are unfurnished except for stove and refrigerator. The basement contains a laundry area. Telephone service can be arranged through Frontier Telephone, and Cable TV can be arranged through Time-Warner Telecom. A local area network connection is included in the technology fee.

### Assignment of Housing

Students have an opportunity to indicate a preference for housing. The request will be accommodated whenever possible, but cannot be guaranteed. The school makes housing assignments based upon a combination of the following:

- Housing needs (i.e., family size, relocation difficulty, resources, etc.).
- Existing occupancy.
- Student status (full-time, part-time, non-matriculated).

When all other needs are equal, the full-time student with the earliest completed housing application will be given priority.

### Application Procedures

1. Applications for on-campus housing are mailed out to new students after remittance of deposit following acceptance. Completed applications should be returned, along with a check for \$100.00, to the Housing Director as soon as possible.
2. All current students who expect to return for the fall semester should submit applications to the Housing Director by April 1.
3. Other applications will be processed after April 15.
4. Requests for a housing change should be addressed to the Housing Director.

5. There is an initial, non-refundable housing application fee for both apartments and dorm rooms. (See tuition and fees schedule, page 58.) The housing application fee will be refunded if the request is withdrawn before July 1.

Copies of applications for on-campus housing are available from the Registrar.

#### Residential Life Term Length

Housing assignments are made for a term defined in the lease.

Apartment assignments are made annually from August 15 of the current year to July 1 of the following year.

#### Lease

Leases will be signed in person with the Housing Director.

#### Security Deposit

Residents are required to place an initial security deposit equivalent to one month's rent for apartments. The security deposit should be remitted with the initial executed lease to the Business Office.

The deposit will be held by the divinity school for the period of tenancy and will be returned, following inspection, less any damage fees, charges, etc. incurred by the resident. The security deposit will be deposited into a bank account and will accrue interest at the rate(s) applicable to that account during the deposit period.

#### Rental Charges

Rental payments are due as follows:

The monthly rental period will run from the first day of the month to the last day of the month, or portions of the month as applicable. Housing charges are billed by semester during the academic year and on a monthly basis during the summer months and January term. Arrangements may be made for a monthly payment schedule of apartment rent by a written agreement with the Business Office. Commuter housing is billed by semester based on the number of nights per week a student occupies the room.

#### June and January Term

The January and June term charge is \$175.00 per week for commuter rooms.

Students should advise the Business Office if some or all of their rental payments will be paid by a grant or scholarship from an outside source. The Business Office will advise students when loan checks are received, so that the student can endorse them and the refund process can begin. It takes a week to ten days for the refund check to be issued.

In addition, grades and transcripts are not released, credit granted for completed course work, and/or degrees granted until all of a student's financial obligations to the divinity school are fulfilled. It should be noted that granting of a degree is required for graduation, and parties whose degrees are withheld will not be able to participate in commencement exercises.

Students unable to make their rental payments must contact the office of the Chief Financial Officer in writing prior to the due date to attempt to arrange an extension of payment. The Vice President in consultation with the Housing Director will review the request and approve

or disapprove the request prior to the due date. The decision of the Chief Financial Officer on extension requests will be final.

- Rent maybe prorated for students not leaving on the 1<sup>st</sup> of the month.

#### Damage Charges

It is expected that each student will take reasonable care of the occupied facility and furnishings provided.

It is the responsibility of the occupant(s) to broom sweep the apartment, thoroughly clean appliances and bathroom in the apartment, and return keys. At the end of the academic year, the inventory will be checked and any damage, missing furnishings, and/or cleaning costs will be deducted from the security deposit. If keys are not returned, the resident will be charged \$10.00 per key for the rekeying of the residence.

The portion of the security deposit remaining after deducting charges for damages, missing furnishings, and/or cleaning will generally be refunded with accrued interest ten days after the room or apartment has been vacated and inspected.

#### Summer Housing

Rent is due on the first of each month during the summer months.

Summer housing is provided based on the need and the availability of the space. At times, renovations may necessitate closing buildings and no summer space will be provided. Contact the Housing Director for details.

#### Commuter Housing

Commuter Housing is available on a limited basis. It is designed for students who need to be on campus 1-2 nights a week for a semester. The cost is \$1200 per semester. These one bedroom apartments have some furnishings with kitchen and bath. They are available on a first come, first serve basis. Please contact the Housing Director.

#### Commuter Housing J-Term

Commuter housing is also available for the January and June terms. These are made available on a weekly basis to DMIN and MDIV students. The weekly cost is \$350. If students chose to share, the charge is \$175 per student, per week. For J-term students, linens, microwave and some dishes are provided. These are also available on a first come, first serve basis. Please contact the Housing Director to reserve space.

#### Subletting

Apartments may not be loaned or sublet.

#### Pets

The school has a no-pet policy for residents in all campus housing

#### Quiet Hours

In an attempt to live communally, it is recommended that quiet hours be set by each residential community (building). Should such a consensus fail to be arrived at, the school reserves the right to set the following quiet yours:

Sunday-Thursday - 11:00 p.m. - 7:00 a.m.

Friday and Saturday - 12:00 a.m. - 8:00 a.m.

Night preceding a holiday - 12:00 a.m. - 8:00 a.m.

Repeated failure of residents or their guests to respect community quiet hours may result in a tenant eviction or non-renewal of the lease.

#### Keys

There is a \$10.00 deposit (per key) on keys issued. Keys are provided only after a lease has been signed and a security deposit made to the Business Office.

#### General Maintenance Information

Apartments are rented on the condition that the occupant keeps them clean, orderly, and without damage to property or furnishings. Needed repairs to apartments should be reported to the Central Office for dispatching. All work in campus buildings must be undertaken by the Facilities Management Department.

There are coin-operated washing machines and dryers in the basement areas of the apartments. If breakdown occurs, please call the number posted on the washers and dryers.

### 25.0 HOUSEKEEPING AND MAINTENANCE

Facilities Management is responsible for the care of grounds and the maintenance, repair, and housekeeping care of all campus buildings. Requests for service should be made by e-mail to Facilities Management; by Maintenance Order Form mailed to Facilities Management; or, in the case of emergency, to extension 711 or 746-7000.

### 26.0 SECURITY

Security is a shared responsibility that requires persons in our community to be alert to their surroundings for their personal safety, and have a willingness to report any suspicious activity that may be or could become a security problem. The administrative responsibility for coordinating the school's security program is assigned to the Director of Facilities Management (ext. 256). Monday through Friday from 4:00 p.m. to 8:00 a.m. and for 24 hours a day on weekends and holidays, a uniformed security guard is on duty patrolling the campus.

- Emergency number on-campus response: dial 711.

Dialing 711 will automatically call the CRCDS emergency number 746-7000. This number is answered by the receptionist in the Central Office, Monday through Friday from 8:00 a.m. to 5:00 p.m. At all other times, including evenings, nights, weekends, and holidays, 711 will be answered by on-campus security officers.

- Emergency number off-campus response: dial 911.

Most of your emergencies or urgent requests for assistance can and should be handled by on-campus support personnel. In the case where you feel off-campus assistance (i.e., City of Rochester fire, police, or ambulance service) is required, dial 911.