



UNIVERSITY OF ALASKA SOUTHEAST 2009-2010 Academic Year Family Housing Agreement

I, _____, will accept an assignment in UAS Family Housing during the **ACADEMIC YEAR 09-10**. I acknowledge my responsibility for and agree to uphold all terms of this agreement, including conditions of residency and I agree to pay any applicable charges or fees. I am responsible for all policies and procedures in the University Residence Life Handbook, which is available online at www.uas.alaska.edu/housing/cres/reshandbook/intro.html

I. ELIGIBILITY

A. Student Status

I am (or will be) a registered University of Alaska Southeast (UAS) student. I agree to **complete and earn** a minimum of 12 credits per semester as an undergraduate student, or 9 credits per semester as a graduate student. I acknowledge:

1. Audited courses do not count toward credit total.
2. Failure to enroll for the minimum credit requirement, or dropping below the minimum credit requirement at any time during the semester may result in immediate ineligibility to remain in Student Housing. If minimum credit requirements are not met, the Residence Life Manager/Housing Office must be notified immediately.
3. A cumulative GPA of 2.0 or above is required for eligibility to move into housing. A semester GPA of 2.0 must be maintained to remain eligible. A student with a GPA less than 2.0 may appeal for one semester to remain in housing. The appeal must be made in writing and addressed to the Residence Life Manager. If the appeal is accepted there will be additional requirements for the student during the semester of appeal.
4. Eligibility under all other applicable UAS rules and regulations must be maintained.
5. Failing to attend class regularly and/or to maintain a passing grade may result in your becoming immediately ineligible to remain in Student Housing.

B. Exceptions

Considerations for exceptions to these eligibility requirements may be made through a written petition addressed to the University Housing Director, 11120 Glacier Highway, Juneau, AK 99801.

II. ACADEMIC YEAR AGREEMENT PERIOD

I understand and agree that this agreement remains in effect from August 31, 2009 to May 8, 2010. Students arriving in spring may move in January 17, 2010. Occupancy of a housing space beyond the agreement dates (i.e. early arrival or late stay) is subject to approval of the Residence Life Manager, and resident will be charged a pro-rated nightly rate for the first three nights prior to or following the agreement period. Beyond the three-night period, nightly rates will be charged at the current conference rate.

- A. If applicant wishes to remain in housing for less than the academic year the request must be made in writing prior to move-in and must be approved by the Housing Director. Placement for applicants staying less than one academic year will depend upon space available after placement of all full year applicants. Exceptions to this regulation will be those applicants applying through either the NSE or ISEP programs.
- B. All students that move out of housing before the completion of this agreement will be responsible for the full semester charges of housing and meal plan. Students that move out prior to Sept 20 for fall semester and Feb 7 for spring semester will be charged a \$600 housing agreement break fee, daily rate for days occupied in housing, \$200 meal plan agreement break fee, amount of meal plan all ready spent and forfeit the \$200 deposit. This includes those residents becoming ineligible for housing. Appeals to these charges must be addressed in *writing* to the Residence Life Manager within 90-days of move-out. If the Residence Life Manager's decision is not acceptable to resident an additional written appeal to the Housing Director must be made within 20 days of receipt of the previous appeal.

III. HOUSING OPTIONS (ROOM TYPES)

I understand and agree that applicants applying for family housing must submit a \$200 deposit. Family apartments consist of two bedrooms, full kitchen, living room, and bathroom, and storage room in either a flat or townhouse setting. The number or people allowed to occupy a family housing unit are limited to four total people. In certain circumstances, prior written approval may allow a fifth person to occupy the apartment if one of the occupants was a child under the age of 2. The list of household members must be approved by the Housing Office prior to move in. In the event of a change to this list of household members during the agreement period, the change or addition must be approved in writing by the Housing Office prior to any new individual taking occupancy. **A family meal plan of \$300 will be issued to each family apartment.** The meal plan is non-refundable, non-transferable, and remaining balance expires at the end of each semester.

IV. PLACEMENT REQUIREMENTS

I understand and agree that priority for placement is based on both the date of deposit and the completion of an applicant's housing file. A room will not be reserved until all of the following have been received, a \$200 deposit, a signed Housing Agreement and Family Eligibility form.

A. Deposit:

Your \$200 deposit will be considered confirmation of your intent to live in Family Housing. Spaces are assigned on a first come, first served basis, and a priority date for placement will not be assigned until the \$200 deposit is submitted. Deposits will be refunded if there are no charges incurred for cleaning, damages, or a balance on your university account.

B. Housing Agreement:

A signed Housing Agreement must be returned before an applicant’s file will be considered complete. In Family Housing, each adult occupant of the apartment will need to sign the policy agreement form stating that they will abide by all University and Housing policies and procedures.

C. Family Eligibility form:

A completed eligibility form must be completed before an applicant can be placed in a Family Unit.

The required documents must be received before the applicant’s file will be considered complete and for placement to occur. Placements will start after July 15.

V. HOUSING CHARGES

A. The rental amounts for the 2009-2010 academic year are as follows:

Type	Rate
<i>Semester</i>	\$4,500
<i>Academic Year</i>	\$9,000
<i>Nightly</i>	\$38

B. Meal Plan: All residents must purchase a nonrefundable, nontransferable university meal plan and must carry the meal card for the period of this agreement.

Type	Rate
<i>Semester</i>	\$300
<i>Academic Year</i>	\$600

C. New residents must pay the applicable semester rate in full prior to checking into a room.

D. Residents currently residing in Student Housing must pay the applicable rate in full prior to the first day of classes each semester.

E. All rates are subject to change with 30 days written notice.

VI. PAYMENT

Payments may be made by cash, check, money order or credit card, and should be submitted to the University Cashier Office, 11120 Glacier Hwy. Juneau, AK 99801. Checks should be made payable to University of Alaska Southeast. Credit card payments may be made online at <http://uaonline.alaska.edu/> or via phone at (907) 796-6267 or at the University Cashier Office on campus. You need to notify the housing office if you make your deposit through the University Cashier Office or online so it may be noted in your file.

A. Payment Alternative

For residents who cannot pay the entire semester rate in full may have the option of using the Tuition Management Systems. Information on Tuition Management Systems can be found at www.afford.com/uas.

VII. CANCELLATIONS FEES

Any cancellation of the agreement on or after July 1, 2009 will have the following financial consequences. All notification of cancellations must be submitted to the Housing Office in writing.

Fall 2009 Applicant Dates	Spring 2010 Applicant Dates	Financial Consequences
Before July 1	Before December 1	No charge, deposit refunded without penalty
July 1 – July 31		Forfeit of deposit
August 1 – August 30	December 1 – January 16	Forfeit of deposit and \$400 agreement break fee
August 31 – September 20	January 17 – February 7	Forfeit of deposit, \$600 agreement break fee plus daily housing rate, and \$200 dining services agreement break plus amount of meal plan all ready used
September 21 – December 20	February 8 – May 8	Eligible for return of deposit, full housing and meal plan charges

Vacating after the academic year begins:

Once you have moved into your unit you accept financial responsibility for the semester. With exception of withdrawal from UAS, marriage or divorce, active military duty, death in the immediate family, or illness, which precludes resident from attending classes, all full semester charges will apply.

VIII. SERVICES

The University provides water, sewer, power, heat, local telephone and garbage service. Laundry facilities are available for a charge. Temporary failure or temporary lack of these utilities will not be considered to be a violation of this agreement.

IX. MOVING IN AFTER THE AGREEMENT PERIOD BEGINS

- A. Full current semester charges are applied if the resident checks into a space after the beginning of the agreement period, but before October 25, 2009 for fall semester or before March 13, 2010 for spring semester.
- B. One half the current semester housing and meal plan charges will be applied if the resident checks into a housing space after October 25, 2009 for fall semester or March 13, 2010 for spring semester.

X. ADDITIONAL FEES

A. Forfeiture of Deposit

The deposit may be forfeited for the following reasons: **1)** Failure to accept a housing space offered. **2)** Moving out of Family Housing without giving timely written notice or moving out during the agreement period while still enrolled at UAS. **3)** Incurring cleaning fees, damage charges, past due rent, University charges or penalties. Any such charges will be deducted from the deposit upon vacating. **4)** Failure to uphold the terms of this agreement in such a way that causes termination of agreement and eviction from Family Housing.

B. Late Payment Fees

Failure to pay rent according to the applicable payment schedule will result in a late fee of \$20 after a 5-day grace period. This agreement will be terminated if housing payments are past due over 30 days.

C. Parking Fee

A flat rate parking fee of \$50 per vehicle will be charged at the beginning of each semester. Students in Family Housing are allowed a maximum of two vehicles and are expected to abide by the parking guidelines as set forth in the University Residence Life Handbook for the current academic year.

D. Cleaning and Damage Fees

Cleaning fees will be charged at a rate of \$40.00 per hour (one half-hour minimum). Damage fees will include the cost of labor and materials.

E. Other

The University reserves the right to recover, and the applicant agree to pay, reasonable attorney fees, court costs, including collection agency fees, and reasonable moving and storage costs.

XI. University Rules

Housing Residents must read and abide by all rules and regulations of the University Residence Life Handbook and follow all University of Alaska policy and regulations.

The University reserves the right to:

- A. Close a residence, reassign or change room assignments when: **1)** Vacancies occur or when single occupants are residing in multiple capacity rooms. **2)** When less than four students are living in an apartment the remaining residents must accept to move to another room/apt and/or accept roommates.
- B. Reassign students from a room/floor/hall if necessary for health, safety, financial or discipline purposes or when premises are unsuitable for occupancy. The university shall not be liable for failure or circumstances, which may cause the premises to become unsuitable for occupancy. See University Residence Life Handbook.
- C. Enter the premises to inspect the unit, complete preventative maintenance or agreed upon repairs, decorations, alterations or improvements, to supply necessary or agreed upon services, or exhibit the premises to laborers or contractors, or as otherwise necessary in the operation/protection of the persons therein. Housing space may be entered by University and/or security personnel for the purpose of policy enforcement or to protect the safety of persons or property.
- D. Enter the premises at any time without notice, in the event of an apparent or actual emergency, if there is a reason to believe that a university policy is being violated, or when other community member's rights are being violated.
- E. Refuse or terminate housing immediately if student is delinquent in payment of residential fees, who fails to comply with any rules of the university, or the terms and conditions of this agreement, or when they impact the community and/or student's personal safety, or who exhibits behavior which is incompatible with maintaining of order of the residence life community. Immediately if fire or other casualty makes the premises unsuitable. By giving the student 10 days advance written notice to vacate the premises, for any reason, at the sole discretion of the university.
- F. If resident is changing housing space, they must complete the move within 48 hours, following all proper checkout procedures. Beyond this time, they may be charged rent for both spaces until the key to the old space is turned in to the Residence Life Manager.
- G. Change housing rules and regulations. Changes will be updated and inserted into the University Residence Life Handbook and communicated to students.

XIII. ALTERATIONS AND DAMAGES

- A. I will complete and return an accurate "Condition of Premises" form when I move in. I will be held responsible for any changes in the described conditions, including damages to my room or shared common areas, lock change charges, vandalism or damage caused by my guests. If I do not turn in the form I will be responsible for any damages present in the living space.

- B. I will report, in writing, in a timely manner, all maintenance problems to the Community Lodge desk. Forms for this purpose are available at the desk. **I will not attempt to make any repairs or alterations to my apartment, or tamper with other University property.**
- C. I will not paint, install antennas, alter, change or remodel any part of my apartment, including the equipment/furnishings therein.
- D. UAS provides certain appliances (i.e. microwave, range, refrigerator) to be used in the assigned housing spaces. I agree not to operate any other appliance in my assigned housing space, including space heaters and freezers, without permission of the Residence Life Manager.
- E. When I vacate, I agree to leave the housing space and all furnishings/equipment in good order and repair, and pay the University the value of anything missing or damaged in my housing space or share the cost of anything missing or damaged from the common areas with my roommates. The \$200 deposit will be used to cover the cost of any damage, however the resident must pay for any amount not covered by the deposit.

XIV. INJURY OR PROPERTY LOSS

I understand and agree that the University takes no responsibility for any injury to me, or loss or damage to my property. The University will not compensate me for any such injury, damage, or loss unless it was solely a result of the University's negligence. I further understand that the University recommends that I carry appropriate insurance against such injury, loss, or damage as well as health insurance.

XV. MOVING OUT

- A. I agree to clean my assigned housing space before vacating.
- B. I will follow all checkout procedures, including, but not limited to:
 1. Contacting a staff member at least 24 hours in advance to schedule a checkout appointment.
 2. Turning in my key(s) to the staff member at the time of my checkout appointment.
 3. Leaving a forwarding address with the Lodge desk.
- C. I will be completely checked out by the deadline. If I am not, I will be charged a \$40 improper check out fee and any other applicable fees and I may have my belongings removed from the premises by staff members.

XVI. TERMINATION OF AGREEMENT BY UAS

I understand and agree that UAS may terminate my agreement if I materially violate this agreement. Termination of my agreement means I must immediately move out of Family Housing.

I have read and understand the terms of this agreement. I show my acceptance of the terms by returning a signed copy of this agreement to the UAS Housing Office, 11120 Glacier Hwy, Juneau, AK 99801. Fax: 907-796-6543. I acknowledge that signing this agreement does not confirm or guarantee my placement in housing.

Signature _____ Date _____ Expected arrival date/time: / / at AM PM

Print Name _____ Student ID # _____

Preferences: Flat Townhouse

Additional Occupants:

NAME	SEX	Date of Birth	Relationship to Applicant
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

For Office Use Only
 Accepted and met criteria for housing eligibility: _____ (Initials) Date: _____