# Table of Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Office</td>
<td>4</td>
</tr>
<tr>
<td>Access</td>
<td>4</td>
</tr>
<tr>
<td>Alterations and Decorating</td>
<td>4</td>
</tr>
<tr>
<td>Appeals</td>
<td>5</td>
</tr>
<tr>
<td>Billing Cycles (Semester)</td>
<td>5</td>
</tr>
<tr>
<td>BBQ or Grills</td>
<td>5</td>
</tr>
<tr>
<td>Bulletin Boards</td>
<td>6</td>
</tr>
<tr>
<td>Campus Dining</td>
<td>6</td>
</tr>
<tr>
<td>Cancellation of Housing Placement</td>
<td>6</td>
</tr>
<tr>
<td>Checking Out</td>
<td>8</td>
</tr>
<tr>
<td>Communication</td>
<td>9</td>
</tr>
<tr>
<td>Community Room</td>
<td>10</td>
</tr>
<tr>
<td>Computer/ Internet Access</td>
<td>10</td>
</tr>
<tr>
<td>Damage/Cleaning &amp; Fines Schedule</td>
<td>10</td>
</tr>
<tr>
<td>Fire Alarms</td>
<td>13</td>
</tr>
<tr>
<td>Furnishings</td>
<td>13</td>
</tr>
<tr>
<td>Furniture - Original Configuration</td>
<td>14</td>
</tr>
<tr>
<td>Guest Policy</td>
<td>14</td>
</tr>
<tr>
<td>Heating</td>
<td>15</td>
</tr>
<tr>
<td>Holiday Decorations</td>
<td>15</td>
</tr>
<tr>
<td>Hospitality Housing</td>
<td>16</td>
</tr>
<tr>
<td>Housing Deposit</td>
<td>16</td>
</tr>
<tr>
<td>Housing Placements</td>
<td>16</td>
</tr>
<tr>
<td>Housing Requirements for the Residence Halls</td>
<td>17</td>
</tr>
<tr>
<td>Interim Housing (Summer or Christmas Housing)</td>
<td>18</td>
</tr>
<tr>
<td>Kitchenettes</td>
<td>18</td>
</tr>
<tr>
<td>Laundry Room</td>
<td>18</td>
</tr>
<tr>
<td>Liability/loss/Theft</td>
<td>20</td>
</tr>
<tr>
<td>Life Style Standards</td>
<td>20</td>
</tr>
<tr>
<td>Mandatory Housing Meeting</td>
<td>22</td>
</tr>
<tr>
<td>Off Campus Policy</td>
<td>22</td>
</tr>
<tr>
<td>Pet Policy</td>
<td>23</td>
</tr>
<tr>
<td>Residence Hall Room Care</td>
<td>23</td>
</tr>
<tr>
<td>Respect/Courtesy/Conduct</td>
<td>23</td>
</tr>
</tbody>
</table>
Housing Manual - Residence Halls

Community Core values: wise stewardship, compassionate citizenship and integrity driven leadership undergird the policies developed for our housing communities to produce an intentional Christian environment. This section of the Community Handbook establishes individual community specific guidelines that govern how the members interact and conduct business with the University Housing Office. The Resident Halls Housing Manual is a component of the Community Handbook. The University reserves the right to update, change or correct any information provided in this manual without notice. The most current version will be maintained online.

HOUSING OFFICE

Under the leadership of the Student Development Division, the university Housing Office is staffed by the Director of University Housing and Housing Office Coordinator. In cooperation with the Residence Life team, they are authorized to manage the implementation of housing polices throughout the housing community.

The Housing Office is open daily Monday through Friday from 8:00 a.m. – 5:00 p.m. located in the basement of the Hurst Library. The office closes periodically for lunch hours, scheduled meetings and/or appointments. The Housing Office website is located at http://eagle.northwestu.edu/housing, where many forms and pertinent information is provided for our resident’s convenience. Residents may also reach a staff member by e-mailing housing@northwestu.edu or by calling (425) 889-5334. It is advisable that residents schedule an appointment with the Housing Coordinator or Director to insure that their needs/questions are handled as quickly as possible.

ACCESS

Northwest University reserves the right for university authorized personnel to enter the premises in case of an emergency (for example: fire) or for the purposes of inspection, repairs, alterations, improvements, the supplying of services, health/safety inspections and if there is probable cause to believe that a violation of university regulations or federal, state or local laws may be taking place, or has taken place in the unit or to exhibit or display the premises to prospective or actual purchasers, mortgagees, tenants, workmen, or contractors. An appropriate effort will be made by the University’s personnel to respect the rights of privacy of the residents at all times.

For unplanned service or maintenance that has not been requested by the resident, staff will attempt to notify students 24 hours in advance. However, depending on the severity of the issue and the staff's ability to reach the student and/or residents of a particular floor advanced notice cannot be guaranteed.

ALTERATIONS and DECORATING

Push pins and removable mounting strips may be used to hang pictures and other decorative items on the walls. Residents are not permitted to modify their room in any way, including but not limited to altering, defacing, hanging wallpaper, painting, attaching anything or removing anything from the walls (e.g., heaters, plumbing, etc.) or the unit (e.g., furniture). Nails, screws, molly screws, drywall anchors, hooks, hangers, duct tape, packaging tape, glue, double sided sticky tape, foam mountings or putty are not allowed on the walls, ceilings or cabinetry.
When decorating, the use of low quality twinkle Christmas lights on the walls or ceilings are prohibited. Encased tube style Christmas lights or cool to touch LED safety lights are permissible. Candles, incense or any item with an open flame/smoldering tip is prohibited. Small plants and flowers are allowed if contained in small potting containers. Live trees are not permitted. Posters, pictures, displays, clothing or artwork that contain images, words or sounds of suggestive or negatively portrayed Christian values are prohibited anywhere on campus. Items found in violation of this policy may be removed without notice by university personnel.

The resident is responsible for any and all damages caused by decorating or altering furnishings. A walk-through is conducted by the resident upon check-in and all prior damages need to be recorded on the inspection form at that time.

**APPEALS**

Residents seeking to appeal a housing related damage charge, fine, placement or policy should submit their written appeal letter to the Housing Office. Appeals should highlight the policy and why the resident’s circumstance or unavoidable event prohibited compliance to the policy. Evidence and other pertinent details to help garner an informed decision should be included. Address appeals to the Director of University Housing, PO Box 579, Kirkland, WA 98033. Some appeals meet standard exceptions and are handled directly in the Housing Office. If a resident has received a final answer from the Housing Office and would like to appeal the decision with the Dean of Student Development the resident should complete and submit the Student Petition Form located on the Student Development webpage to the Student Development Office.

**BILLING CYCLES (SEMESTER)**

The semester charge is published in the current Academic Catalog. It includes the use of one room, furnishings, utilities, media services, maintenance, cleaning of common areas, community programming, use of lounges and a full meal plan. The fall housing semester consists of the Friday before classes in August until the Saturday after the last day of finals in December. The spring housing semester consists of the Friday before classes in January until the Saturday after the last day of finals in May. The total number of days in either semester can change from year to year. 

*Senior Discount* (also known as the 6/15 discount): The senior discount has been established to honor our long standing residents in the residence halls. Traditionally this would mean our seniors, however anyone can utilize the discount if they meet the criteria. If a resident has lived in the residence halls consecutively for 6 semesters, the seventh and eighth semester is discounted 15%. This discount applies to anyone who has 6 semesters completed not including the summer session or months. The discount only works on the 7th and 8th semester. If a resident chooses to stay past the 8th semester, the normal semester rate applies starting the 9th semester. To take advantage of this discount, residents should contact the Housing Office by August 1st for the fall semester and December 1st for the spring semester. Residents that fail to contact the Housing Office by these deadlines may not receive the discount till the following semester.

**BBQ or GRILLS**

Residents may use an electrical grill while cooking on their decks or patios within the apartment complex. Grills with an open flame (propane) may NOT be used within 15 feet of the building structure. The use of charcoal grills is prohibited. Open flame grills may be used in open common
areas within the complex. Open flame grills may not be used on the sidewalks or in the parking area without prior approval. Residents should not use the grill where pedestrians may walk by it or children may have access to it. Grills are to be under direct adult supervision while in use. The best location to grill is at an area park in Kirkland.

BULLETIN BOARDS
Bulletin boards located within specific housing locations such as laundry rooms, lounges and residence hall floors are maintained by the Residence Life staff. Residents wishing to post items within the halls should obtain permission from the appropriate Area Coordinator. Items posted outside of the residence halls should be approved through the Student Development Office located in the basement of the Hurst Library. Any form found posted without appropriate approval will be removed immediately. Please review the Posting Advertisement and Distribution of Materials Policy for more information.

CAMPUS DINING
The university contracts food services at The Caf through Pioneer Catering. Pioneer is a college/university food service company specializing in meeting the needs of small universities.

In accordance to the agreement the university has made with Pioneer, an all-you-can eat meal plan within the Dining Hall is included in the residence hall package. Residents have the privilege of eating in The Caf during scheduled hours. Monday through Friday, hot meals are provided 3 times a day around traditional breakfast, lunch and dinner hours. On the weekends, hot meals are condensed around peak usage periods. Meals are intended to be consumed in the Dining Hall. However, if a resident needs to work and is not able to eat their meal in the Dining Hall, approved to-go containers are available. It is expected that residents are taking an reasonable amount of food to feed themselves for a single meal.

If a resident has a medically documented food allergy, they should contact The Housing Office prior to the start of the semester to submit medical history and doctor recommended diet plan. The Housing Office, along with the student, will coordinate a meal plan with the Director of Food Services. Once a plan is agreed upon, it is expected that the student will follow the plan details and alert the Housing Office if there are changes. Pioneer has first option to accommodate all food allergies/medical requirements. If accommodations cannot be made, Pioneer will make the recommendation to release the student from the meal plan.

CANCELLATION OF HOUSING PLACEMENT
The Housing Cancellation policy applies to all semester housing charges. The semester charge begins the Friday before the first day of classes. See the Academic Calendar for the applicable first day of classes.

Incoming Student

1. Cancellation received on or prior to July 1st (fall) December 1st (spring) – Semester charge and housing deposit refundable.

2. Cancellation received on or after July 2nd (fall) December 2nd (spring) until the first day of the semester charge – Semester charge refundable. Housing deposit forfeited.
Returning Student (Continuing from prior term)

1. Cancellation received on or prior to June 1st (fall) November 15th (spring) – Semester charge and housing deposit refundable

2. Cancellation received on or after June 2nd (fall) November 16th (spring) until the first day of the semester charge – Semester charge refundable less 30 day notice fulfillment. Housing deposit forfeited.

All Residential Students

Cancellation received (dated) after the first day of the semester charge – Resident is subject to the prorated semester charge according to the chart below based upon the following conditions:

- A written cancellation must have been received in the Housing Office.
- The student must have checked out of their room/apartment with housing personnel.
- Housing deposit is not refundable.
- Housing charges are billed from the Thursday to Wednesday on any given week.
  - 2.5% per day during the first week of the semester charge
  - 20.0% during second week of the semester charge
  - 32% during third week of the semester charge
  - 44% during fourth week of the semester charge
  - 56 % during fifth week of the semester charge
  - 68% during sixth week of the semester charge
  - 80% during seventh week of the semester charge
  - 92% during the eighth week of the semester charge
  - 100.0% after the eighth week of the semester charge

CHECKING IN

Check in is scheduled on the Friday before classes begin. New incoming students attending orientation should move in on the Wednesday before classes begin. The check-in schedule is as follows:

Fall Semester (August):
- Wednesday (New Students Only for Orientation) 9:00 am – 12:00 pm.
- Friday & Saturday (Returning Students) 10:00 am to 5:00 pm
- Sunday 11:00 am to 5:00 pm
- After hour check-in is available on Friday - Sunday (call the RA on Duty) 7:00 pm to Midnight

Spring Check-In (January):
- Thursday (New Students Only for Orientation) 9:00 am – 12:00 pm.
- Friday & Saturday (Returning Students) 10:00 am to 5:00 pm
- Sunday 12:30 pm to 5:00 pm
After hour check-in is available on Friday - Sunday (call the RA on Duty) 7:00 pm to Midnight
During spring check-in RAs are available during the times noted above excluding posted meal breaks.

To expedite the check-in process it is advised that all residents read the community handbook completely. The housing manual pertaining the resident's specific housing location should also be reviewed thoroughly to assist the resident in completing the housing contract.

During check-in week each resident will complete:

- Residence Hall Housing Contract
- Community Handbook/Residence Hall Housing Manual Summary
- NU Lifestyle policy acknowledgment
- Security Information & Emergency Contact Card
- Room Condition Form (Check-in/Check-out disclosure)
- Other paperwork may also be reviewed to better clarify housing polices.

Failure to complete the Housing Contract prior to occupying the residence may result in an improper check-in fine and/or referral to the judicial committee.

If a resident needs to check in earlier than what is expected please contact the Housing Office. Consideration is given to residents required to be on campus to fulfill student leadership responsibilities.

Room Condition Forms: Residents should walk through their room with their RA to confirm the information detailed on the check-in side of the Room Condition Form. The form is how residents indicate the condition of their residence hall room prior to occupation. It is the resident's responsibility to ensure that the form has been completed accurately and returned to the RA immediately. It is important to note that any damage found at check-out will be compared to what was listed during the check-in. Residents have 24 hours after turning in the Room Condition form to make adjustments to the form.

Please note: The University is not responsible for forms that are incomplete, not turned in or misplaced. Forms submitted improperly may not be accepted. Verbal accounts of damage assumed prior to occupation are not acceptable forms of notification. If the damage is not communicated on the Room Condition Form it may not be considered.

CHECKING OUT

Semester Students should vacate their room by 5:00 PM on the Saturday after the last day of finals week. Graduates may apply to vacate the Sunday after commencement by 12:00 Noon without additional cost. Exceptions are commonly granted for residents participating in Summer Interim Housing and occasionally granted for other extenuating circumstances.

Please follow the procedures noted below to check out of your room:

- Residents confirmed to live on-campus the following semester, may skip to the next bulleted point. Residents that do not plan on living on campus the following semester should notify the Housing Office in writing to cancel their housing assignment. This includes completing the appropriate paperwork (Housing Modification Form) before November 15th for a spring cancellation and by May 1st.
for an end of the academic year cancellation (not scheduled to be resident in the fall).

- Schedule a checkout appointment with your RA 7 days in advance of your move date.

- Prior to the check-out appointment: Remove your belongings, return furniture to its original configuration, *thoroughly* clean the room (wipe down walls & furniture, vacuum, dust, mop, etc), and have your laundry card ready to turn in.

- At your appointment, the RA will note damages on the check-out section. The RA *will NOT* assign monetary value to damages. Once the bottom section of the check-out form is completed, sign the form and date it. The RA will deliver it to your AC. The AC will note chargeable damages and turn in the form to the Housing Office.

- After evaluation by the housing department, damages may be assessed to the student account, the $50 Building Maintenance Turnaround Fee will be applied and refunds (if awarded) will be credited to the student's account.

- Residents have 30 days from the date of checkout to contact the Housing Office to request a final damage report and appeal charges. Appeals should be sent to the Housing Office with a detailed explanation of why the charges should be waived.

- *Failure to meet the checkout appointment on time or leaving without following the checkout procedure may result in fines detailed in the Damage/Cleaning & Fines Schedule*

**Housing Deposit Note:** The deposit is refundable less the $50 Building Maintenance Turnaround Fee, if all checkout procedures are followed. Mail keys should not be left behind in a room or given to a residence life member. Deposit Refunds are credited to your student account by July 1st after the spring checkout and by February 1st after the fall checkout. For more information on the housing deposit review the Housing Deposit section of this manual.

**COMMUNICATION**

The Housing Office will use university issued communicative avenues when contacting residents. All students are issued e-mails and all residential students have a phone extension which includes voicemail. Residents are required to check their Northwest University issued e-mail and voicemail regularly, *at least twice a week*. Important notifications will be issued through the e-mail system, room phone extensions/voicemail, door postings and the housing website. Residents are responsible for any communication that was sent through any of these channels. If a resident chooses to forward their e-mail or phone service to another source, please make sure those connections are reliable.

Residents are encouraged to send all university related questions or inquiries in writing from their NU e-mail address to the Housing Office e-mail address. When communicating cancellations or withdrawals, residents should submit a fully completed and signed Housing Modification Form to the Housing Office personally to communicate their intentions to vacate. Scanned copies of signed forms are acceptable if they are sent from a university issued e-mail address. Residents may also mail the form to P.O.Box 579, Kirkland, WA 98083. Verbal communication is not an acceptable form of notification.
COMMUNITY ROOM

Facilities

Beneath Building D in the Student Apartments is a spacious community room. It is furnished with a kitchen that offers full size appliances, a large screen cable television, some seating, end tables, wireless internet connectivity and a ping-pong table. This room may be rented out for parties, Bible studies, or other gatherings.

Purpose & Accessibility

The Community Room exists as a social gathering space for residents of the Student Apartments. The room is accessible Sunday through Thursday from 8 to 10 PM while an Apartment Representative is present. Additionally, the Community Room may be reserved by current residents and faculty at other times throughout the semester. For more information on reserving the Community Room, please contact the Area Coordinator for Extended Community. Please note that the residents of the student apartments have priority when booking during peak usage periods.

Requirements

To reserve the Community Room, please contact the Assistant Director of Residence Life with a completed Community Room Reservation Application form. Upon approval for use of the community room, the tenant approved to use the room must submit a personal check for the amount of the appropriate deposit total (see Community Reservation Application form for details) at least 48 hours prior to the event. The deposit will be held in case of damages or lack of proper cleaning procedures.

Following an event, it is the responsibility of the tenant hosting an event to return the furniture to its original configuration, clean the kitchen completely (including any and all dishes) and remove all trash and personal belongings. Tables and chairs for events may be rented through the maintenance department on a first come first served basis. Following an event, if the Community Room is in acceptable condition the deposit will be returned in full.

COMPUTER/ INTERNET ACCESS

Northwest University provides network access in all on-campus housing. Outlets are located in each room. Computers should have an Ethernet connection to use university outlets (this is not the normal phone cord). Modem use on campus is prohibited. To set up a personal computer on campus get more information please visit the NU Information Services website.

DAMAGE/CLEANING & FINES SCHEDULE

The following is a schedule of charges and fines that may be assessed for general and miscellaneous damage to university owned property. The cost of repairs including materials and labor time are minimums and are ESTIMATED below. Actual costs may be higher.

<table>
<thead>
<tr>
<th>Damage Description</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holes (minor, less than 1 inch)</td>
<td>$10.00 each</td>
</tr>
<tr>
<td>Holes (significant, less than 3 inches)</td>
<td>$25.00 each</td>
</tr>
<tr>
<td>Holes (major, 3.1 inches or larger)</td>
<td>$100.00 each*</td>
</tr>
<tr>
<td>Stains</td>
<td>$10.00 each</td>
</tr>
</tbody>
</table>

*Note: Additional fees may apply for continued use or new damage.
Painting (room/apartment) $150.00/$300.00
Painting (individual wall) $35.00 per wall
Floors (Damage) $25.00 per spot
Floors (replacement) $200.00 per room
Carpet or Linoleum Replacement (whole unit) $800.00 + depending on unit size
Fixtures $100.00
Fire Detectors $100.00 each occurrence
Window Blinds (Verticals) $10.00 each slat
Window Blinds (Horizontal) $30.00 + for set
Electrical plates/cover/switches $10.00 for set
Heater covers $100.00
Phones (not in all units) $100.00
Window Retail Cost
Window/Door Screens Retail Cost
Appliances (Damaged) Retail Cost
Furniture (Damaged) Retail Cost
Doors (Damaged) Retail Cost
Mirrors (Damaged) Retail Cost

General cleaning charges for ALL living areas
Furnishings $25.00 each
Walls $25.00 each wall
Windows $15.00 each
Window Sills $10.00 each
Blinds $50.00 set
Carpeted areas not vacuumed (each room) $15.00
Linoleum areas not mopped (each room) $15.00
Inside Closets (floors, walls not clean) $20.00 each closet
Cleaning Company charge (dorm room) $100.00
Cleaning Company charge (apartment) $250.00
Cleaning Company charge (duplex/house) $350.00
Carpet Cleaning $60.00 dorm per room
Carpet Cleaning $100.00 per apartment
Carpet Cleaning $150.00 per duplex/house
Specific to Apartments/Homes

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stove (under drip pans, surfaces)</td>
<td>$15.00</td>
</tr>
<tr>
<td>Drip pans (each)</td>
<td>$6.00</td>
</tr>
<tr>
<td>Oven</td>
<td>$50.00</td>
</tr>
<tr>
<td>Oven drawer</td>
<td>$5.00</td>
</tr>
<tr>
<td>Microwave</td>
<td>$15.00</td>
</tr>
<tr>
<td>Refrigerator</td>
<td>$20.00</td>
</tr>
<tr>
<td>Freezer</td>
<td>$20.00</td>
</tr>
<tr>
<td>Top of Refrigerator</td>
<td>$10.00</td>
</tr>
<tr>
<td>Dishwasher</td>
<td>$20.00</td>
</tr>
<tr>
<td>Cabinets</td>
<td>$15.00</td>
</tr>
<tr>
<td>Counter tops</td>
<td>$15.00</td>
</tr>
<tr>
<td>Drawers</td>
<td>$10.00</td>
</tr>
<tr>
<td>Toilet</td>
<td>$25.00</td>
</tr>
<tr>
<td>Bathtub</td>
<td>$25.00</td>
</tr>
<tr>
<td>Sink</td>
<td>$15.00</td>
</tr>
<tr>
<td>Washing machine (under the lid included)</td>
<td>$20.00</td>
</tr>
<tr>
<td>Dryer (including lint trap)</td>
<td>$20.00</td>
</tr>
<tr>
<td>Couch debris (under and on cushions)</td>
<td>$30.00</td>
</tr>
<tr>
<td>Plunger (not cleaned)</td>
<td>$20.00</td>
</tr>
<tr>
<td>Vacuum (not emptied/wiped down)</td>
<td>$20.00</td>
</tr>
<tr>
<td>Decks/Patio (cleaning/Power washing)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Garage floor (sweeping, mopping if needed)</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

Fines, Replacement & Miscellaneous Costs

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Maintenance Turnaround Fee (BMT)</td>
<td>$50.00 residence halls</td>
</tr>
<tr>
<td>Building Maintenance Turnaround Fee (BMT)</td>
<td>$100.00 apartments/duplex/houses</td>
</tr>
<tr>
<td>Late Application Fee</td>
<td>$25.00 per application</td>
</tr>
<tr>
<td>Light bulb (replacement)</td>
<td>$15.00 each</td>
</tr>
<tr>
<td>Improper storage on decks &amp; patios</td>
<td>$10.00 each day</td>
</tr>
<tr>
<td>Smoke Detector removed/damaged</td>
<td>$100.00 each occurrence</td>
</tr>
<tr>
<td>Furniture/Closets Removed or Dismantled</td>
<td>$100.00</td>
</tr>
<tr>
<td>(Noted as “Original Configuration” charge.)</td>
<td></td>
</tr>
<tr>
<td>Hazardous Material Disposal (paint, motor oil, etc.)</td>
<td>$100.00 each item</td>
</tr>
</tbody>
</table>
**Removal of personal belongings**  
(under 10 items charged per item, furniture not included)  
$10/$100.00

**Improper Check-in**  
(gaining access to an apartment or dorm room without approval or signing a contract prior to entrance.)  
$100.00 each occurrence

**Improper Check-out**  
(left w/out checking out, not following procedures)  
$300.00

**Not ready for check-out Appointment**  
(late for appointment and/or still moving at appt. time)  
$100.00 each occurrence

**Missing Keys or laundry card (each)**  
$10.00

**Garbage in Res. Hall Bathrooms/laundry**  
$25.00 each occurrence

**Excessive garbage in apartments**  
$25.00 each resident

**Possession of Pet Fine**  
$500.00

**Pet remediation**  
Supplies/Labor costs

**Satellite Dish Removal**  
$100.00

**Mandatory Housing Meeting Absence**  
(Meeting with approved Residence Life Staff within 2 weeks of the original meeting is required to reduce the charge)  
$50.00

This is not a comprehensive list. Damage to appliances, furniture, windows, blinds, doors will be estimated by the maintenance department for the current retail rate to replace the items. Missing furniture/university owned items will be charged the full retail cost to replace. All charges are split between all the residents in a unit except where noted. Fines may be collected until replacement is able to be made. In certain cases partial damage amount may be collected if complete replacement is not yet needed. **If cleaning or replacement is needed due to “playing”, “pranks”, or “accidents” the residents are responsible for these fines.**

**FIRE ALARMS**

Fire alarms are tested periodically. Smoke detectors are checked periodically for malfunctions and battery testing. **Do not disconnect the smoke detectors!** All fire alarms are battery operated. If a resident finds a smoke alarm that is malfunctioning or needs batteries, please report it immediately to the maintenance department by filling out a maintenance request form.

**FURNISHINGS**

Students living in the residence halls are provided basic furnishings. All pieces are required to remain in the room at all times. Damage to any university owned furniture/appliance may be charged to all occupants in the room. Each student is supplied with:

1. Desk
2. Chair
3. Bookshelf
4. Extra-long twin bed & mattress
5. Dresser
6. Window coverings
Residents are required to provide their own: Telephone (mandatory), linens, other room
decorations and trash can.

FURNITURE – ORIGINAL CONFIGURATION
When it is time for residents to vacate their room all the furniture should be returned to its original
configuration. Even if a resident's arrival to a room is after a prior occupation and some items and
furniture has been moved. Residents are still required to have all furniture returned to original
configuration upon check-out.

1. Two fully assembled beds bunked with all pins installed.
2. Dressers against walls (not stacked)
3. Book shelf on top of desk
4. Chair pushed under the desk.

GUEST POLICY
Residence hall students may host adult overnight guests of the same gender with roommate
consent and space is adequate to host another guest in the room. Prior to the visit, a completed
Guest Registration Form should be submitted to the Area Coordinator. Underage guests should
complete the Underage Guest Registration Form and be approved by the Area Coordinator. Forms
may also be obtained from the Resident Assistant, Area Coordinator, or on the Residence Life
Website.

Residents may host a guest 3 nights per semester, per guest; with a maximum limit of 7 nights
between all guest stays the entire semester. An overnight guest may stay within university housing
a maximum of 3 nights per semester, per resident; with a maximum limit of 7 nights total on
campus for the entire semester. The first 3 stays are without charge. Once three nights have been
used, additional nights should be approved by the Area Coordinator with a $10.00 per night
surcharge assessed to the student account of the resident who hosted the overnight stay.

Guests not registered for an overnight stay should leave the campus by 12:00 a.m. Sunday through
Thursday, and 2:00 a.m. Friday and Saturday. Guests should park in approved guest parking areas
only. Overnight guests must communicate with campus security the length of their stay and receive
a temporary parking permit.

Guests are the responsibility of the student hosting the visit and are expected to abide by all
community handbook regulations. It is the responsibility of the hosting student to convey guest
expectations. Guests are not permitted in rooms or hallways of the opposite gender without prior
approval.

Residents hosting unregistered guests may forfeit their complementary 3 nights allowance and may
be assessed $20.00 (double the guest rate) per night for each unregistered guest. Repeated
violation to the guest policy may result in a referral to the university judicial committee.
**HEATING**

Temperatures are maintained at an energy efficient comfortable level during cooler months. Select rooms have the ability to control their individual temperature within their room. However, each residence hall building is set to a specific max temperature depending on the season. The filters for the furnaces are replaced or cleaned each year by the university maintenance department. It is the resident’s responsibility to keep the area around the heaters clear of furniture, debris and storage. If a resident is experiencing cooler than normal temperatures in their room, the resident should request service from our maintenance department.

**HOLIDAY DECORATIONS**

Christmas, Thanksgiving, Easter etc... are some of the times that residents like to decorate their rooms in honor of the season. We encourage residents to decorate and celebrate with the following guidelines:

- Residents should be considerate of roommates and neighbors. Displaying an excessive amount of lights for the duration of the night or playing loud holiday music past quiet hours is not permitted. Quiet hours are maintained during the holiday season and lights that stay on all night should be limited to 2 strands.

- Holiday decorations may be displayed for a total of 6 weeks. The only exception is for Christmas, where residents may display decorations November 15th – the end of the semester.

- Safety lights or encased tube style lighting may be hung around the walls or windows. All lights should be plugged into the resident’s personal room's electrical outlets only.

- No more than 4 electrical items may be plugged into one outlet. This includes the use of an extension cord.

- Decorations may be attached with tape, tacks or small nails that will not cause permanent damage to the window, walls or furnishings. Any damage caused will be the resident’s responsibility.

- Outside decorations may not block the entrance into the residence hall room in anyway.

- The use of permanent paint or markers on the windows is prohibited.

- Decorations should be in compliance with the Biblical beliefs and standards of Northwest University. Any offensive, derogatory, or hazardous decorations will be removed immediately.

- **NO LIVE CHRISTMAS TREES**

- Christmas Trees, including decorations on the tree, may not exceed 24 inches in height or 18 inches in width in the residence hall rooms. Trees placed in lounges under the supervision of the residence life staff, may not exceed 6 feet in height.

- Disposal of Christmas Trees should be in designated areas that maintenance will reserve especially for this purpose. Please do not put trees in the dumpsters.

- **REAL BURNING CANDLES** are not permitted in the windows. Please use the light bulb replicas only.
HOSPITALITY HOUSING
Hospitality Housing is Northwest University’s temporary guest housing option on campus. It offers accommodations akin to a youth hostel. It was created with our Graduate and Adult Evening students in mind due to their less frequent class schedule and distinct nature of some of their courses. Parents, friends, guests and alumni may also utilize hospitality housing while they are participating in university sponsored events or have specific university related business. The Housing Office may not grant requests if the visit is solely to visit an on-campus resident. All guests should be 18 years old or be accompanied by their parents. Please go to the housing website for more information on Hospitality Housing.

HOUSING DEPOSIT
A $300.00 housing deposit is required to secure a placement in housing. At the signing of the rental contract, the deposit becomes a composite cleaning/damage deposit. $50 of the housing deposit is non-refundable as a Building Maintenance Turnaround (BMT) fee. The BMT fee is associated with the upkeep and turnaround of the specific building the room noted on the housing contract is located. Once a resident leaves the building, the BMT fee will be assessed to their account. In most cases this is at the same time their housing deposit is released. However, there are instances where a student switches housing locations. In these instances, the BMT fee will be charged to their student account when the switch is confirmed.

For example: If a resident leaves a residence hall building to live in a student apartment, the BMT fee will be charged to their student account once the billing has been processed. This shows as a charge because their housing deposit remains credited under their name to cover the new on-campus location.

In order to terminate occupancy with the university, residents should follow all procedures and conditions for check-out. Exact procedures are noted in the Checking-Out section of this manual. Deposit refunds are credited to the student’s account by July 1st after the spring checkout and by February 1st after the fall checkout. If a credit balance remains on their student account, a refund check may be requested.

Please review the Cancellation Policy and Checking-Out procedures as it pertains to the forfeiture of the housing deposit.

HOUSING PLACEMENTS
All Applicants should submit a housing application, roommate questionnaire, and $300.00 housing deposit. The Housing Office will confirm the final room placement through the university e-mail system.

Returning Students
The priority time period for returning students to select their room for the upcoming semester is during the previous semester. It is tied closely to when class registration begins and usually runs for a number of weeks. This student initiated placement is done electronically through placement lotteries via MyHousing. Students are eligible to participate in the lottery once they complete their online class registration. Once the priority time frame ends returning students must participate in summer lotteries to select
their fall placement. After the final lottery, The Housing Office will manually assign placements after new student assignments are completed in August.

**New Incoming Students**

The priority time period for new incoming students to submit their housing application via MyHousing is May 31st. Placement is tied closely to when new students can register for classes. Thus students that complete their applications by May 31st and register for classes by the first open SOAR day will be notified of their placement by June 15th. New students that complete their applications and register by July 15th will receive their placement on August 1st. Applications that are received on July 16th or after will receive their placements by the first day of Orientation.

**Roommate Placement**

Residents assigned to a Standard Double Room should expect a roommate unless they apply for a Premium Room or Private Status. If an appropriate roommate match cannot be made or a roommate cancels their placement, the resident will not be charged for the vacancy. However, the resident should be ready to receive a roommate at any time. Room Consolidation (re-assignment) may occur at the semester break to combine all unmatched double paying residents.

**3 Person Rooms**

3 Person Rooms are the largest rooms within the halls. They can accommodate 3 residents with the same space comparable to a Standard Double. Thus rates are not reduced in these rooms. All three spots must remain full to avoid additional charges. Residents may request a room change (if space allows) when a roommate cancels and they are not able to fill the 3rd spot.

**Premium Rooms & Private Status**

Premium Rooms are larger than a standard double room and have a third closet. Private rooms are standard double rooms with only one resident assigned to the space. Placement in either a premium room or private status cost more than a standard double room.

Since these types of placements are granted when space permits, it is not guaranteed each year. Residents may select or be granted these spaces during earlier placement lotteries with the understanding that if residency needs arise, The Housing Office may still place residents in these rooms. Semester charges will be reduced in these cases.

**HOUSING REQUIREMENTS FOR THE RESIDENCE HALLS**

Residence hall residents are single traditional undergraduate program participants who are at least 17 years of age and not older than the age of 25 before the first day of classes. Residents should turn 18 years of age prior to the conclusion of the entrance semester. Residents that reach the age of 25 while living in the residence halls may complete that particular semester. For residents over the age of 25, future on-campus placement will be directed towards our Firs Apartment Complex or off-campus.

At all times during a resident's occupancy in housing, it is required that they have at least an academic load of 12 credits or more. Residents in their final semester of study and have 6-12 units remaining while fulfilling all other occupancy requirements will be permitted to reside in housing for that final semester. To carry over occupancy over the semester breaks, the resident should be registered for classes in the upcoming semester.
INTERIM HOUSING (Summer or Christmas housing)

Residents may choose to stay in housing over the semester breaks in approved interim locations. Residents should apply for interim housing through the housing department and pay the interim housing charges in advance.

Christmas Interim Housing (CIH):

Christmas Interim Housing is allowed on specific days between Fall and Spring Semester for residents in the resident halls. The halls are completely closed the last 10 days of the year when the university is closed to honor the Christmas holiday. Residents registered for classes and assigned to a room in the spring semester, may leave their personal belongings in their room without charge. Residents choosing to remain in their room for the days after the last day of school till the day before the university closes should apply for interim housing. Please fill out a CIH Application and turn it in by the due date. Please note that the Housing Office maintains an accurate count of who is utilizing space in the halls. Residents not approved to stay in interim housing should not stay past the Saturday after the last day in the semester at 5:00 p.m.

Summer Interim Housing (SIH):

Summer Interim Housing is offered to students that cannot return home for the months between Spring and Fall Semester. Residents registered for classes and assigned to a room in the Fall are assigned to a summer location in any available housing on campus for the summer months. Since summertime is when the university maintains the buildings, host camps and do repairs, flexibility in regards to placement, roommates and moving schedules is required. The university alternates building closures every year. If residents would like housing during this time, a SIH application should be completed and submitted to the Housing Office by the due date. The cost to stay for a complete month is discounted. However, prorated housing (any time less than a full month) is charged at a higher daily rate. Residents not approved to stay in interim housing should not stay past Saturday after the last day in the semester at 5:00 p.m.

When to Apply: Interim housing applications including available buildings, dates and prices are available at least 4 weeks before the end of the semester. They will be due according to the published due date. Late applications incur a $15.00 late fee.

KITCHENETTES

Each Residence hall has access to a kitchenette that includes a microwave and a stove for individual light cooking. Guy, Perks, and Crowder (GPC) share the kitchenette located in the basement of Guy Hall. Gray and Beatty halls share the kitchenette located in the basement of Gray Hall. Refrigerators are not provided. Residents using the kitchenettes are responsible to keep the area clean and free of personal cooking items when they are finished. Any utensils left in the kitchenettes may be disposed of without notice.

LAUNDRY ROOM

Residence halls residents have access to a centralized laundry room with card operated washers and dryers. One laundry card per resident is issued at check-in. Laundry cards must be returned upon checking out of the halls.

If there are problems with the machines or add value station please contact American Meter & Appliance at (206) 285-5050.
Residents should not leave their clothing in the laundry room. Northwest University is not responsible for lost or stolen items. Please do not leave “Free” items in the laundry room at any time. If you would like to donate items, please contact an area charitable organization for donation.

PLEASE TAKE NOTE: The use of the washer and dryers in the students apartments are intended for the contracted residents in the unit. At no time is it permissible for the residents to allow resident hall residents, family, friends or anyone else to use the machines

Credit for unused funds

Residents moving prior to using all the money on their card, should follow this procedure:

1. Place laundry card in a self addressed envelope with a stamp. Do not seal this envelope.
2. Include an enclosed note with your name and forwarding address.
3. Turn in the above items inside of another envelope addressed to American Meter & Appliance, Inc., 1001 Westlake Ave. North, Seattle, WA 98109. Make sure you have a stamp on the outside of the envelope. Give it to the RA checking you out. (This will clear your check-out from a missing laundry card charge).
4. The RA will deliver all envelopes to the AC and the AC will send your envelope to American Meter & Appliance. Any unstamped envelope will not be sent in for payment.
5. American Meter & Appliance will send you a check for the balance.

Add-Value Station:

- The Add Value Station will not accept $1 bills. It does accept $5, $10 & $20 only. The Add Value Station DOES NOT give change.

- To add money to your card:
  - Put card in card slot
  - Must push card in all the way
  - Add money when machine says to do so
  - After money is added to your card your card will pop out of the slot enough for you to grab.

- To check value on your card:
  - Insert your card
  - The screen will show your value
  - Take card when screen tells you to do so

Washing Machines

- Place your money card in the slot at top of machine
- Set selector switches) to desired cycle
- Wait for machine to tell you to remove your card
- IMPORTANT! Keep lid closed during entire cycle!
- When all indicators are off, unload washer and leave lid open

Dryers

- Place your money card in slot on top of machine
- Set selector switches) to desired cycle
- Push start button. Remove your card.
- When cycle is complete, remove load promptly to prevent excessive wrinkling
- The dryer cycle is 60 minutes. If you need additional time, please insert your card for additional cycle.

LIABILITY/LOSS/THEFT

The University shall not be liable for, and resident agrees to hold Northwest University harmless from any claim, action and/or judgment for damages, including attorney’s fees, to property or injury to persons suffered or alleged to be suffered at or about the Residence Halls, Student Apartments, Firs or any housing. Residents agree to maintain liability insurance and/or renters insurance to protect against loss or damage caused by earthquake, fire, theft, water, other disasters, or from any other cause whatsoever.

LIFE STYLE STANDARDS

The university Life Style Standards detail specific expectations regarding Alcohol, tobacco, illegal drugs, weapons and firearms for our students. Northwest University places a great deal of importance on relationships and recognizing the need for responsible behavior. The covenant found within the Life Style Standards is a description of the environment the University seeks to maintain.

All residents, including those who are not university students, have a responsibility to maintain these Life Style Standards. These standards include a restriction on the use of tobacco and alcohol. The use of tobacco and alcohol products is not permitted in any campus housing unit or on the University Campus.

MAINTENANCE

The maintenance department manages the upkeep and repairs of the university facilities. Housing Residents should report items immediately that need to be repaired or serviced through the Maintenance Request Form. Failure to report maintenance needs in a timely fashion may result in a damage charge to the resident. In order to maintain the room and buildings the following guidelines are in place:

General Reminders

Candles, incense or any item with an open flame/smoldering tip is prohibited.

No hair, paper products (other than T.P), cotton balls, tampons, sanitary napkins etc... are to be disposed of down the toilets. Please do not use chemicals in the tank of the toilets (i.e.: blue water chemicals, bleach tablets etc...)

Use of body soaps with moisturizers/lotions and shampoos or conditioners with added moisturizers in the showers or baths increase the chance of slow drains. Please limit the amount of these types of products.

If you are experiencing an emergency housing situation, please contact a member of the Residence Life staff immediately.
Discarding furniture/Household Items
Residents wishing to dispose of larger items, like storage containers or personal belongings are responsible for taking it to the main garbage disposal on campus located in front of the maintenance offices. Additional disposal fees may apply for large pieces like couches. Residents may also coordinate donation pickups through a local organization. All pickups need to occur prior to the resident leaving their room. Items are not to be left next to the dumpster. PLEASE DO NOT THROW AWAY REFRIGERATORS, TELEVISIONS, COMPUTERS, RADIOS OR ANY OTHER ELECTRICAL DEVICE IN THE DUMPSTERS.

Floor Access
Northwest University will make every effort to communicate with residents prior to entry. In practice, work persons or contractors of the opposite gender may enter the floor 10:00 am – 8:00 PM. If an emergency situation warrants a visit outside these hours, a member of the Residence Life staff will accompany them onto the floor. University maintenance personnel reserves the right to make periodic inspections, furniture adjustments and/or to make maintenance repairs related to fire safety, sanitation or general repairs in cooperation with residence life staff members.

Yard Maintenance
The University will provide basic yard maintenance of the lawn, shrubbery and trees. Trash must be picked up by the residents. It is the resident’s responsibility to keep the sidewalks, steps, grounds and general area around their residence clean and free of litter. This also applies to the area around the garbage collection containers. If repeated issues of excessive garbage are noted, fines may be imposed on all residents to cover the cost to hire a cleaning company.

Lighting
Halogen lighting is prohibited in the residence hall room. Some extension floor lamps are also hazardous and must be approved by the Area Coordinator. All lamps should use appropriate light bulb wattage designated on the fixture by the manufacturer at all times. Energy efficient compact fluorescent light bulbs (CFLs) contain mercury and should NOT be disposed of in the garbage bins. Please dispose of these bulbs through approved recycling venues. More information on how to handle and dispose of these bulbs may be found on the Energy Star website.

Personal Electrictonic Items:
Residents are permitted to bring items such as computers, radios, lamps, grooming devices and small personal size appliances like coffee pots. Microwaves, toaster ovens, or cooking appliances with an open flame are prohibited. Gaming consoles and other electric toys are permissible. The maximum size limit for refrigerators is 48 inches tall and 24 inches wide.

Electrical Outlets
At no time may more than 4 electrical items be plugged into one wall outlet. For example: Each wall outlet has 2 receptacles. If an extension cord is plugged into one of those receptacles, 3 items can be plugged into the extension cord and 1 additional item in the 2nd receptacle. The university retains the right to limit the amount of electrical devices used in one room if excessive use of electricity is found. For energy conservation, all lights and electrical items should be turned off or unplugged when not in use.

Building Maintenance Turnaround Fee
The BMT fee is associated with the general upkeep and turnaround of a specific building/apartment. The residence halls are considered one building. Each apartment in the
housing complex is considered an individual building. Each house or duplex is considered an individual building. Once a resident leaves a building, the BMT fee will be assessed to their account. In most cases this is at the same time their housing deposit is released. However, there are instances where a student switches housing locations. In these instances, the BMT fee will be charged to their student account when the switch is confirmed. Please refer to the Damage/Cleaning & Fines schedule to determine a building’s specific BMT fee.

MANDATORY HOUSING MEETING

At the start of each year one mandatory housing meeting is conducted to help residents acclimate to the residence life program, housing expectations and community guidelines. Hosted by the Residence Life Staff, the meetings are informative and provide up to date information. Therefore all residents, whether new or returning, should attend the meeting. The meeting is specific to the housing location and is held in the community lounges. The meeting date and time is announced no later than a month prior to check-in. Residents unable to attend the meeting are charged the absence fee. To reduce the amount of the charge, residents should meet with an approved RLS member within 2 weeks of the original meeting date.

OFF CAMPUS POLICY

Preparing students to Carry the Call, Northwest University is a Christian community of scholarship and learning. Northwest’s commitment to provide a community where students live on campus is embedded in this vision. Developing competency and maturity as Christian learners, scholars and leaders occurs partially as a result of the Holy Spirit’s work in students’ lives through their relationships with other students. The interaction between people is a guiding and fundamentally important component of Christian student development. We believe it is necessary for students to be immersed in community living for essential person to person encounters to be possible. Therefore, as a condition of attending Northwest University, undergraduate students are required to live in university owned residence halls or apartments.

All full-time undergraduate students (registered for 12 or more semester hours) are required to live in campus housing unless they meet the criteria for living off-campus and have applied and been approved for off-campus living by the Housing Office. Students who are granted off-campus residency are considered commuters. Commuters are students who are commuting from their parent’s home or an approved adult’s residence, students who are married and living off-campus, undergraduate students 21 years old and at least junior status (60 semester credits earned) on the first day of class each semester, students 23 years old or older on the first day of class each semester, or students working a job which provides room and board.

Students who meet these criteria may apply to the Director of Housing to live off-campus. Commuters on academic or citizenship probation may be required to live in campus housing during the semester(s) they are serving their probation.

How to Apply

Off-campus applications must be received prior to August 1st for the Fall semester and by November 15th for the Spring semester. Applications should be submitted online via MyHousing. Returning student applications received after these dates will be charged a $25 late fee.

Please note that students who have not been approved to live off campus may be charged the standard double residence hall housing charge.
PET POLICY

No pets or other animals are permitted to be housed, boarded, brought to, or kept in the Residence Halls, Student Apartments or Firs Apartments. This includes dogs, cats, birds, guinea pigs, gerbils, rabbits, chicken, snakes, turtles, frogs, or any other pets or other animals not specifically mentioned herein. The only exception to this rule is small, non-poisonous fish stored in a one (1) gallon bowl. Aquariums that require electricity/battery to operate are not allowed. It is the responsibility of the resident to inform visitors that no animals are allowed in the residence halls.

Violation of the pet policy may result in a referral to the judicial committee. The resident will be directed to remove the pet immediately. Sanctions may include removal from housing, and forfeiture of the housing deposit. If the resident is allowed to remain in campus housing, a $500 violation fine may be charged in addition to the cost of repair for any damage that the pet may have caused.

RESIDENCE HALL ROOM CARE

Residents are expected to keep their room clean and orderly to avoid potential health problems. Fines associated with a room found in poor condition may be found under Damage/Cleaning & Fines Schedule. Vacuums are available within the building. Ask an RA if you need to use it. Other cleaning supplies will need to be purchased by the resident.

Furniture should not be removed from the room at any time. Upon checking out, furniture is expected to be cleaned and beds bunked securely with the proper amount of pins inserted. Furniture removal exceptions are granted for extenuating circumstances.

All room garbage should be disposed of in the dumpsters located outside each residence hall building. Personal room garbage should not be deposited in bathroom receptacles. A fine per incident may be charged to the resident’s student account.

Window screens should not be removed from windows unless in the case of an emergency. Windows may not be used as an access point into the room. When leaving the room residents should close and secure their windows to protect the blinds from weather damage and to safeguard the building. Missing or damaged windows screens may be charged to the resident's student account.

Window blinds should be used with care. Residents should open the blinds prior to sliding them to one side. Personal belongings placed near windows need to be placed away from the blinds to avoid damage. Broken blinds may be charged to the resident’s student account.

RESPECT/COURTESY/CONDUCT

Residents should maintain a low level of noise during quiet hours 10:00 PM – 8:00 AM (including weekends). Residents occupying upper level rooms should be considerate of neighbors below. Loud music or conversations, singing, gaming, playing instruments, walking heavily, stomping or yelling is not permissible. Repeated violations to the noise policy may result in a referral to the judicial committee and or the confiscation of electronic equipment.

Working out problems with neighbors

From time to time residents may have issues with neighbors and roommates. Residents are encouraged to use Matthew 18:15 as a guideline in all disputes with neighbors. Confrontation may
be uncomfortable and residents may seek the guidance or support of their RA. If communication and dialogue are not successful, residents should contact their Area Coordinator.

**Roommate Contracts**

It is encouraged that all residents make a roommate contract with their roommate at the start of each semester. The first step in any disagreement is generally a roommate contract and/or adjustment to one already in place. If issues arise mid semester, roommate contracts may become mandatory as part of a mediation plan.

**Concerns or Complaints**

The Housing Office strives to ensure customer satisfaction. If a resident has a concern or complaint, he or she is encouraged to discuss these issues directly with Housing Office staff. The Housing Director or Office Coordinator are available to work toward a resolution from 8:00 a.m. to 5 p.m. Monday-Friday.

**ROOM CHANGES (Housing Modification)**

Room changes are permitted during various Room Change Lotteries. These usually occur near the semester break or during the summer months. If a resident is unable to make a change through the Room Change Lottery, they may deliver or e-mail a signed Housing Modification form to the Housing Office before November 15th (for the upcoming spring semester) or by June 1st (for the upcoming fall semester). Notification by a roommate or a verbal request is not an acceptable form of communication. Residents granted approval for the room change, at the end of fall semester, need to be completely moved to their new location prior to leaving for the winter break. Exceptions are granted in extenuating circumstances approved by the Area Coordinator and Director of Housing. If the student is moving to a different housing area on campus (e.g.; from the residence halls to the student apartments), the $50.00 BMT Fee will be assessed to the student's account.

**SAFETY & EMERGENCIES**

The security department is available 24/7 to assist NU community members. If you need an escort to your car, assistance with a dead battery, or help in general, please contact a security officer at (425) 889-5000 (or 222 from any campus phone).

In case of emergency call campus security or 8-911 for Kirkland Police or Fire. When calling please have your physical campus address ready. For maintenance or housing emergencies during non-office hours please contact the RA or AC on duty. When a fire alarm is activated, occupants should close all windows and doors, walk to the nearest exit, move to the designated evacuation area and remain outside until an all clear signal is given by the fire department or campus security. Campus emergencies, school closures and other important time sensitive notifications may be broadcast in several ways including the university telephone paging, text message alerts, email, bullhorn, runners, and posts on the Eagle Website. All residents should sign up for the text message alerts through NU Campus Alerts. Residents are encouraged to become familiar with the university’s Emergency and Crisis Management Plan.
Personal Emergency Supply Kit

It is strongly encouraged that all residents have at least one personal emergency supply kit located in their car and/or residence hall room. The kit should be able to sustain the resident in the case of emergency for up to 3 days. The supply kit should include the following:

- Water: 1 gallon per person per day for 3 days (3 gallons of water per person)
- Food: 3 day supply of non-perishable food
- Flashlight with extra batteries
- Battery-powered or hand crank radio with extra batteries
- Whistle
- First Aid kit
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Can opener for food (if kit contains canned food)
- Local maps
- Cell phone with charger or inverter

Additional Items to Consider Adding

- Prescription medications and glasses
- Important documents such as insurance policies, identification and bank account records in a waterproof, portable container
- Cash or traveler’s checks and change
- Sleeping bag or warm blanket
- Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes
- Feminine supplies and personal hygiene items

STORAGE

Storage of personal belongings in residence hall hallways or empty rooms is not permitted. Residents may request to store personal belongings in the storage units located in the basement of Crowder Residence Hall. Information and pricing is available in the Housing Office. Non-university affiliated storage companies are also widely available in the Kirkland area.

TELEPHONE

Northwest University offers phone service as part of the on-campus phone system. Therefore, residents should not call the local phone company for local service or a long distance carrier for long distance service. Area codes 425 and 206 are local. However, some 425 and 206 numbers are considered long distance. Each residence hall room has a line with a permanent campus number. Residents are required to provide their own telephone that is to be connected in at least one port at all times.

Campus Phone System: Dial 8 to get an outside line. To reach another room, apartment or on campus office please use the last 4 digits of the number or their ext. number.

Emergency Calls: Dial 8-911. You must first dial an 8 to reach 9-1-1 services. Campus Security is reached by dialing 222.

Long Distance: Northwest University does not provide long distance service to students. Residents needing to make long distance calls should utilize a calling card or use their personal cell phone.
**Voicemail**: All campus phones have voicemail on them. To reset the voicemail, go to the I.S. website and fill out a [voicemail setup request form](#). Residents are responsible for setting up their voicemail so it reflects the current residents living in the room. Keep in mind that voicemails will be deleted at the end of the spring semester during the summer months throughout the entire building.

**Check Voicemail from off site**: Call (425) 889-5350. When the recording begins to play enter 9 + your extension (your personal ID) and you will be in your voicemail box.