

Student Apartments

This section of the Community Handbook establishes specific expectations and guidelines that govern how the members interact and conduct business while in campus housing. The University reserves the right to update, change or correct any information provided in this manual without notice.

Alcohol

Alcohol (the possession, use, consumption, manufacture or distribution, including paraphernalia) is not allowed in campus housing – this includes guests of residents.

Billing Cycles (Semester)

The semester charge is published in the current Academic Catalog. It includes the use of one apartment, furnishings, utilities, media services, maintenance, community programming and use of the community room. The fall housing semester consists of the Friday before classes begin in August until the Saturday after the last day of finals in December. The spring housing semester consists of the Friday before classes begin in January until the Saturday after the last day of finals in May.

Residents assigned to an apartment placement both fall and spring semesters may stay in their apartment between semesters at no additional cost if they are living in the same apartment for the spring semester. The total number of days in either semester can change from year to year.

Car Repairs

Car repair is not allowed on campus or in the parking lots; changing a tire is permitted.

Communication

It is expected that residents will send all university related questions or inquiries from their NU email address. Residents are responsible for information communicated through their NU email by the Student Development office and staff.

When communicating housing cancellations or withdrawals, verbal communication is not an acceptable form of notification. Residents should submit a completed and signed Housing Modification Form to the Student Development office to communicate their intentions. Scanned copies of signed forms are acceptable if they are sent from a university issued e-mail address.

Decorating

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).

The following IS NOT permitted:

- 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.
- Candles, incense or any item with an open flame/smoldering tip.
- Low quality twinkle Christmas lights on the walls or ceilings.
- Live trees.
- Posters, pictures, displays, clothing or artwork that contain images, words or sounds of suggestive or negatively portrayed Christian values are prohibited anywhere on campus.

The following IS permitted:

- Push pins and removable mounting strips may be used to hang pictures and other decorative items on the walls.
- Small plants and flowers if contained in small potting containers.

Emergencies

Call 911, Security and then the AC on-call by dialing 425.577.8135

Fire Alarms

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

Furniture

Furniture may not be removed from your apartment, dismantled or relocated.

Guests

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. Forms may also be obtained from the Apartment Representative, Area Coordinator, or on the Residence Life Website.

Visitors can stay for up to three consecutive nights per semester if approved by the Area Coordinator. No visitors of the opposite sex are allowed to stay overnight in a student's room.

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 should park in approved guest parking areas only. Apartment guest parking is located behind the gym or in the upper Barton Building parking lot.

Non-Refundable Housing Fee

A \$150 **non-refundable** housing fee is required to secure an on campus housing placement. This **ONE** time fee will follow students even if they change housing locations on campus. It will be kept on file until a student moves out of campus housing.

This fee is refundable only to new incoming students who apply for housing, pay the deposit but withdraw **before** being assigned a room. Once ANY students have been assigned a room, the deposit is non-refundable even if they do not end up attending Northwest University.

Placements can always be checked by students by logging into MyHousing on the Eagle website.

Housing Requirements for the Student Apartments

Traditional, undergraduate residents must:

- Be between 20 and 25 years old*

- Have an academic load of 12 credits or more
- Have a \$150 non-refundable housing deposit on file
- Have filled out a housing application

**Exceptions* are made for students who are 19 years old and attain junior (60 credits) status by the first day of classes.

Interim Housing (Summer or Christmas Housing)

Christmas Housing

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 Housing

Summer Housing is only offered to students who are employed by the university (or contracted with the university through maintenance) or who are taking a minimum of 3 summer class credits from Northwest University.

Students will receive a summer housing placement once they have filled out a summer housing application and been approved. Residents not approved to stay in summer housing should not stay past Saturday after the last day in the semester at 5:00 p.m. Summer housing charges do apply.

Keys

Residents are issued one door key upon check in. An optional USPS mail key may be issued at the request of the resident. This mail key **is not** part of the university mail system; campus boxes located in the Pecota Center. A \$10.00 replacement fee is assessed to replace each lost door key. Keys may not be duplicated by other key makers as they are cut to a master key system.

Lockouts

Residents locked out of their apartment should contact security. The first occurrence is free. Other occurrences could result in a fine that increase for each additional lockout.

Liability/Loss/Theft

The University accepts no responsibility for any loss, damage or theft to personal possessions whether caused by fire, flood, other persons or disasters. Residents can obtain their own insurance for personal belongings.

Lighting

Halogen lighting is prohibited in the student apartments. All lamps should use appropriate light bulb wattage designated on the fixture by the manufacturer at all times. Energy efficient

compact florescent light bulbs (CFLs) contain mercury and should NOT be disposed of in the garbage bins. Please dispose of these bulbs through approved recycling venues.

Parking

There is only one numbered parking space assigned to each apartment. Unmarked parking spots are available on a first-come-first-serve basis. Apartment residents CANNOT park in the FIRS parking lot or on NE 53rd Street.

Guest Parking: Parking within the apartment complex is for permitted Northwest University Apartment residents ONLY. Apartment guest parking is located behind the gym or in the upper Barton Building parking lot.

Pet Policy

No pets or other animals are permitted to be housed, boarded, brought to, or kept in the Residence Halls or Student 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 student apartments.

Pranks

Pranks are discouraged. Students are encouraged to promote an environment of trust and respect where students feel valued and safe.

Quiet Hours

The noise level in student apartments and the outside area surrounding this living area should be low during quiet hours 10:00 PM – 8:00 AM (including weekends). Loud music or conversations, singing, gaming, playing instruments, walking heavily, stomping or yelling is not permissible.

Roof Access

For general safety, the University prohibits activities such as: climbing interior or exterior building walls or campus structures; climbing through windows; or being on any building roof or ledge.

Tobacco

Tobacco, marijuana or any other illegal drug (the possession, use, consumption, manufacture or distribution, including paraphernalia) is not allowed in campus housing – this includes guests of residents.

Visitation

No person of the opposite sex is allowed in the apartment except during visitation hours.

Visitation hours are from

- **12:00 pm – 12:00 am Sunday through Thursday**
- **12:00 pm – 2:00 am Friday and Saturday**

*After 10:00 pm visitors must NOT be in bedrooms but only in living/dining areas and room doors must be completely open while guests are present.