



**ANDERSON UNIVERSITY**  
Department of Student Life

**HOUSING POLICY 2021-22**

The purpose of this document is to establish the terms and conditions of the residence hall housing contract at Anderson University. This document constitutes an offer by Anderson University, hereinafter referred to as "the University," to contract with the student for **housing for a complete academic year**. The Anderson University Student Life Handbook is also incorporated by reference into this contract. Alterations of this agreement with intent to change its terms or conditions voids the document

**A note to students who matriculated before 2020** (Sophomores, Juniors, and Seniors in Spring 2021) - We will honor the old housing policy that was in place when you first came to AU. If you used to qualify for apartments or off campus under the old policy, but you do not qualify under the new policy, you can request an appeal form from [housing@anderson.edu](mailto:housing@anderson.edu).

**SUMMARY OF ON-CAMPUS HOUSING OPTIONS** *(adopted Fall 2020)*

Years 1 & 2 - Traditional residence halls

Year 3 - Apartments and traditional residence halls

Year 4 and beyond - Off campus, apartments, and traditional residence halls

**HOUSING ELIGIBILITY** Students must meet all of the following in order to be eligible for on-campus housing.

- Maintains a full-time undergraduate academic load
- Is under 26 years of age
- Remains in good standing with the University

Any student who wishes to live on campus but does not meet those requirements must submit an appeal for permission to live in campus housing. Contact [housing@anderson.edu](mailto:housing@anderson.edu) to request an appeal form.

**HOUSING REQUIREMENT** Every full-time Anderson University student is required to live on campus unless he or she fulfills at least one of the following:

- Has completed 3 years at Anderson University or another college/university
- Is 22 years of age or older by the first day of Fall classes (does not apply if the student turns 22 mid-year)
- Lives with a parent or guardian within commutable distance (see commuter policy at the end of this document)
- Is married
- Is an honorably discharged veteran

Students living off campus who are not eligible or not approved will be subject to disciplinary action for non-compliance with the housing policy and charged for the current value of two semesters of on-campus housing. The University reserves the right to require any student, regardless of class standing, age, or number of hours enrolled, to live in university housing or to move on campus at any time during their academic year for various reasons including but not limited to Code of Conduct violations.

**APARTMENTS** Full-time students who have completed 2 years at Anderson University or another college/university are eligible to live in on-campus apartments. These students may attend apartment draw in the spring. Apartments are subject to availability. Eligible students who are not placed in an apartment may request to have their names put on a waiting list in case an apartment becomes available. These students should attend room draw to choose a traditional room.

**HOUSING APPLICATIONS** All students must complete online housing applications every year. This includes commuters and students living off campus. Students should refer to email communications regarding when applications are available and when they are due. Students who do not complete their forms by the published due date will be given a random room assignment and will be charged for on-campus housing. Students who turn in commuter and off-campus forms after the due date will have the charge lifted and will be assessed a \$100 fine.

**APPEALS** If, due to legitimate and extenuating/severe circumstances, a student requires a living arrangement for which they are not eligible, he or she may request an appeal form from [housing@anderson.edu](mailto:housing@anderson.edu). Appeals should be based on legitimate and extenuating/severe

circumstances, not on a personal desire for different arrangements. Submission of an appeal form does not guarantee that the appeal will be granted. Appeals are considered by a committee that has the power to grant or deny each request.

**ROOM DRAW** Students who are required to live on campus must attend room draw in the spring (based on eligibility). Failure to do so will result in a random room assignment in a traditional hall.

**CHARGES** The residence hall room charge is for the complete academic semester. Adjustments in room charges should a student cease enrollment or move off campus (based on a granted appeal), will be made on the same basis as the tuition adjustment policy stated in the academic catalog. Failure to satisfy the financial obligations accrued under this contract may result in denial of transcripts, denial of re-enrollment or other action.

**ROOM ASSIGNMENT** The university will not discriminate in room/hall assignments on the basis of race, religion, color, or national origin. The university reserves the right to assign roommates and/or to change room or hall assignments, including consolidation of occupants as spaces are vacated. Students living alone in a double room and not paying the private room rate may be asked to consolidate or be charged the private room rate. Changes in room assignments may not be made without approval of the Resident Director, nor may students reassign or sublet their room to another person. Students may not reassign or sublet their room to another person.

**ROOM CHANGES** Room assignments are contracted for a **full academic year**. Mid-semester changes are rare and must be approved by Student Life Staff. If a student wishes to change rooms over Christmas break, that student must apply through the correct forms (available in the Housing Office). It is the responsibility of the student to discuss the change with his/her current roommate, secure a new roommate, and turn in all appropriate documents. Requesting a change without a new roommate listed will result in the assignment of a random roommate or a charge for a private room. Changes will be made at the approval of Student Life Staff and as space allows. Changes are not guaranteed. In order to move from a traditional hall to an apartment, the student must have been eligible for apartment for the full year.

**TERMINATION** If, for any reason, student enrollment at the university is terminated during the course of an academic term, the student must vacate his/her room within 48 hours. If the university decides to terminate enrollment (and therefore this contract) for disciplinary reasons, the student must move out of his/her room within 24 hours of the appeal deadline. If a student fails to vacate the room within the prescribed time, the university may make additional charges and/or remove the student's belongings and store them, at the student's risk and expense, for no more than 30 days, after which time the university will have no responsibility for those belongings. Termination of the contract by the student for any other reason is subject to a breach of contract penalty of up to half of one semester housing costs and fees.

**OCCUPANCY** Residence Hall opening and closing times for a specific academic term are announced in advance by the Department of Student Life. Students will not be permitted to assume occupancy of assigned rooms prior to the date and time of the official opening without the advance approval of the Department of Student Life. Similarly, students may not stay in assigned rooms beyond the date and time of official closing without special permission from the Department of Student Life.

**VACATIONS** All residence halls (not including apartments) will close for Thanksgiving, Christmas, and Spring Breaks. Dates and times of closing are communicated in advance by the Department of Student Life. Students may not enter closed buildings or occupy their rooms during vacation periods without advanced approval for a university-sponsored activity. Students are responsible for finding vacation period accommodations.

**PRIVATE ROOM** Assignment to a private room is contingent upon available space. Assignment to a private room assures no roommate and that no consolidation will occur. No revisions of private room charges will be made after classes begin each semester.

**FURNISHINGS & EQUIPMENT** Students are not permitted to remove equipment or furnishings from any room or common areas in the residence halls or apartments. Students may only loft their beds using university-provided furniture intended for lofting. Home-made or purchased lofts are not permitted. Students are responsible for maintaining their rooms and must leave rooms clean and in good condition when moving out. A Room Inventory must be completed by each student occupying a room describing the move-in condition. A completed inventory must be returned to the residence hall staff by the second Friday of the semester to remain on file until occupants vacate the room. A new Room Inventory must be completed with each room assignment change. It is the student's responsibility to complete and return the inventory upon move-in and check-out to the hall staff. Failure to submit a room inventory is considered acknowledgment that there is no pre-existing damage in the room. Students will be billed for damages to, or loss of, university property or for unnecessary service costs resulting from neglect or intent. When responsibility cannot be ascribed to an individual student, each

resident of the room will share equal responsibility for payment of assessed costs. In the event damages to corridors and common/public areas cannot be assessed to an individual student, the university may assess residents an appropriate share of the repair/replacement costs.

**LIABILITY** The university will make reasonable efforts to protect students' property, but the university is not liable for the loss of, theft of, or damage to any property belonging to students. The university does not insure students or students' property. Should disruption or nonperformance of services occur because of circumstances beyond the university's control, the university will not be held responsible. It is recommended that students check with parents and/or their own insurance coverage regarding illness, injury, property, etc. Students are encouraged to pursue renters insurance.

**ROOM ENTRY** The university reserves the right to inspect students' rooms for damage or to enter to make repairs. The university also reserves the right to enter students' rooms or conduct randomized room searches, given reasonable cause to insure adherence to university policies or to protect the health and safety of the residents (see university Judicial Code).

**PETS** Fish are the only pets allowed in the residence halls, with a maximum tank size of 3 gallons. You may request additional information regarding Emotional Support Animals and Service Animals from [housing@anderson.edu](mailto:housing@anderson.edu).

**MEAL PLAN** Though not a room and board "package" plan, most students living in a university residence hall are required to purchase a meal plan (see food service publications and contract for the required plans). Students not contracting for the required meal plan at the beginning of the semester will be charged at the appropriate level after semester classes begin. Questions regarding meal plan options, service, hours, etc., should be directed to dining services staff.

**COMMUTER POLICY** Students who are eligible to commute meet **BOTH** of the following criteria:

- Live with a parent or legal guardian in the home
- Live within one of the approved commuter zip codes (see the housing website for a complete list)

Students intending to commute must complete a commuter application ([housing.anderson.edu](http://housing.anderson.edu)) and be approved by the Housing Coordinator. Students who provide false information on their applications or commute from homes in which their parents/guardians do not live full time will be sanctioned for Conduct Code 4.43 Furnishing False Information, charged for the current value of two semesters of on-campus housing, and may be required to move to campus housing. Students who are found to be commuting to campus without approval will be subject to disciplinary action for non-compliance with the housing policy, charged for the current value of two semesters of on-campus housing, and may be required to move to campus housing. The University reserves the right to require any student, regardless of zip code, to live in university housing or to move on campus at any time during their academic year for various reasons including but not limited to Code of Conduct violations.