Allen Suites Housing Policies

General Statement
1. Allen College reserves the right to accept applicants based on the outlined criteria to protect the physical and financial well being of the facility and its residents.
2. Allen College reserves the right to enforce rules, regulations and policies as it deems necessary to protect the facility and its residents.
3. Allen College reserves the right to issue a notice of eviction for the violation of the rules, regulations and/or policies.
4. Allen College reserves the right to refuse to assign housing to an applicant and will refund the required deposit.
5. Application for housing must accompany the deposit and housing contract or already be on file with Allen College.
6. Admission and enrollment must be confirmed to have an application processed.
7. Allen College Suites is a co-ed facility, however double occupancy is assigned only to members of the same sex.

Occupancy is limited to and defined as:
1. Occupancy is limited to non-family applicants.
2. A definition of “family” shall consist of:
   a. a person who has attained the age of 18 being domiciled with a parent or
   b. another person having legal custody of such individual or
   c. a person who is pregnant or is securing legal custody of any individual who has not attained age 18 or
   d. a spouse or a significant other domiciled as a couple
3. Current Allen College students
4. Double occupancy bedrooms unless otherwise approved.
5. Single occupancy is not guaranteed and is based on availability.

Credit History and References
1. Applicant must be over the age of 18 to enter into the lease agreement.
2. If under the age of 18, a parent or legal guardian must co-sign the agreement.
3. Applicant must complete the required credit information.

Leasing History
1. All references and reference information must be provided.
2. References may be checked.
3. Applicants with prior evictions or broken rental contracts will be denied.
4. Applicants can not have more than 4 late payments or 1 returned check.
5. If applicant shows an outstanding balance, proof of payment must be verified to have application approved.
Security

1. Information concerning campus security is published on the Allen College website, www.allencollege.edu.
2. The facility has a security system for each suite and one for the common area.
3. A key is issued to each resident that will open the common area doors, the resident’s individual suite, and the door to the resident’s assigned bedroom.
4. Keys will not open other resident’s bedrooms.
5. Keys are not to be copied or given to others.
6. Revealing security codes and giving keys to unauthorized individuals may result in eviction.
7. Security is the individual resident’s responsibility in keeping all cars, doors, and windows locked.
8. Allen College is not responsible for the loss or theft of any personal property.
9. All students are responsible for securing their personal property.
10. For all non-emergency security issues, contact the resident assistant and/or the Director of Business and Administration Services at 319-226-2012 or Denise.Hanson@allencollege.edu.
11. Allen Health System provides the security for the building and parking lots. They may be contacted directly at their office 319-235-3869 or cell phone 319-240-7189.
12. For emergencies call 911 to reach the Waterloo Police, Fire or Paramedics Departments and follow up with the Business Officer when appropriate.

Keys

1. Keys will be issued by a representative or residence assistant of Allen College.
2. A student’s signature on the key log at the time the keys are issued will constitute an agreement that possession of the key has been taken.
3. A $50.00 charge will be assessed for each key that is lost or not returned.
4. A hold will be placed on a student’s account for the non-return of a key.
5. A college representative or resident assistant will initial and date the key log at the time the key is returned.

Criminal History

1. An applicant must not have been convicted of a felony or be subject to a deferred adjudication for a felony.
2. Applicants who have been convicted of a misdemeanor will be reviewed based on the seriousness of the crime, length of time since conviction, penalty, and age at the time of the offense.
3. This requirement does not constitute a guarantee or representation that residents or occupants currently residing in our housing have not been convicted of a crime or are not subject to a deferred adjudication.
4. Allen College obtains background checks on all students as part of the admission process.
Substance-Free Facility
1. The possession or consumption of alcoholic beverages is not permitted anywhere in or on the premises, regardless of the person’s age.
2. The use of tobacco products is not permitted anywhere in or on the premises.
3. Possession or use of any illegal substances is not permitted in or on the premises.
4. Gambling in or on the premises is not permitted.

Right of Inspection and Maintenance
1. Allen College reserves the right to inspect and do maintenance on the property and/or do safety checks without notice.
   a. If possible, a 24-hour prior notice will be given.
   b. A maintenance or college representative will knock and wait for a response. If no response, unlock the door and announce their presence prior to entering the suite.
   c. Upon entering the suite, the associate will further check to make sure residents are not in the showers or other areas may cause difficulty in hearing the announcements.
2. If a resident or the resident assistant has requested the maintenance, this is their notice that maintenance personnel will be arriving when possible to complete the request.
3. Normal maintenance and housekeeping will be completed between the hours of 7:00 a.m. and 5:00 p.m.

Visitors
1. Suite’s residents must have all overnight visitors approved.
2. Overnight visitors shall not stay more than two nights.
3. Overnight visitors shall not be of the opposite gender.
4. Visitors must follow the policies set forth by Allen College.
5. Visitors that are displaying inappropriate behavior may be reported to Allen College Administration Office, Allen Hospital Security or the Waterloo Police Department.

Animal Restrictions
1. Animals, fish, birds, spiders, snakes or other living creatures with the exception of service animals are prohibited.

Housekeeping
1. The cleaning of the suites will be the responsibility of the occupants.
2. A vacuum, broom, dust mop, mop, bucket, cleaning cloths, and dustpan may be provided.
3. The residents will provide all cleaning and paper products.
4. The common area will be cleaned once a week by the Allen College staff.
5. General trash pick-up and furniture arrangement in the common area will be the responsibility of the occupants.
6. Appliances should be kept clean. Occupants have the responsibility of cleaning all appliances. Charges will be assessed to have them cleaned.
7. Should it be deemed that a suite or area is in need of cleaning due to neglect the College will clean the area and assess costs to the occupants equally.
8. One warning will be issued prior to the cleaning and assessment of costs.
8. After one warning, residents will have one week to respond.
9. At least annual floor cleaning (waxing linoleum and extracting carpets) will be performed by Allen College staff. This may occur as often as necessary but typically not more than once each semester.

Furnishings
1. Suites are furnished and the residents must use what is provided.
2. Storage of provided furnishings will not be provided.
3. Walls, floors or other structural features, including color, may not be changed without the written permission of Allen College.
4. Window treatment or coverings must remain as is unless written Allen College has granted permission for a change.
5. Residents should bring the following items (this list may not be all inclusive):
   a. cookware, dinnerware, cups, glasses, silverware, serving bowls, pot holders, iron, linens, blankets, pillows, dish, face and bath towels, personal toiletries, paper products (Kleenex and toilet paper), hangers, hamper, computer, telephone, desk lamp, laundry and cleaning products, alarm clock, and stereo/radio, lawn chair, clothes and food.

General Maintenance
1. Routine problems or maintenance requests need to be logged on the maintenance log and called in to the CARE line at 319-226-2273. The CARE line call center is open M-F 7:00 a.m. – 8:30 p.m. and Sat/Sun 8:00 a.m. – 4:30 p.m. A message may be left for routine requests before/after hours.
2. Non-response to requests should be reported to the residence assistant or to the College Business Officer for follow up.
3. Maintenance requests are handled by the Allen Hospital Plant Services or in some cases by outside contractors as necessary.
4. Emergency maintenance situations should be handled by calling the CARE line and indicating it is an urgent request or calling the maintenance cell before/after hours at 319-464-6437. For fire or security emergencies dial 911.

Contract Rules
1. Housing contracts are for the entire academic or calendar year, or from the time of arrival to the end of the semester.
2. Allen College reserves the right to re-assign double occupancy students who are without a roommate should they not find someone on their own.
3. In all cases, Allen College has the right to make final room assignments.
4. Housing shall be provided for only those with a signed application and contract agreement with Allen College.
5. Space cannot be sublet, nor can a contract be transferred, sold, or assigned to another person. The contract is with the named parties for only the space designated.
6. Exchanges, transfers or vacating a room requires written permission. Requests must be in writing and submitted to the residence assistant or Business Officer.
7. Allen College, in order to maintain its regulations and property, reserves the right to have its authorized personnel enter and inspect the suite, as it deems necessary.
8. Resident will be charged for college property missing from a room, suite or common area, and for property damages beyond normal wear.
9. Allen College is not responsible for the loss or damage of goods or personal property (no exceptions). Private personal and property insurance are encouraged for the student’s protection.
10. The use of candles or halogen lights is not permitted.
11. Each resident must agree to abide by all current policies established by Allen College.
12. Housing policies are available at www.allencollege.edu.
13. Notification of changes to the policies will be posted in the suite and/or emailed to the residents at their Allen College e-mail address.
14. Violations of the posted policies or conduct deemed to be detrimental to Allen College or its students will result in the removal of the resident and the termination of the housing contract.
15. In the case of an eviction, the individual will not receive a refund.

Availability
1. Housing is available depending on the number of residents who vacate.
2. Housing assignments are made based on date of application.

Occupancy and Possession
1. Prior to moving in, the resident has the right to inspect his or her room with a College representative and note any areas of defect that could lead to a damage charge.
2. The resident has a right to ask for a copy of the inspection for future verification.
3. Occupancy prior to the designated date will be allowed with special approval from the Business Officer or Allen College designee.
   a. Additional costs will be incurred by the resident.
   b. A pro-ration of charges will be assessed based on the number of days of occupancy.

Contract Continuation
3. The resident must agree to re-sign their contract at the end of the contract period.
4. The resident may re-state their preferred roommate.
5. Continuation of the contract must be completed one month prior to the end of the contract.
6. For residents that have not paid the housing fees by midterm of each semester, a continuation of contract request may not be accepted.

Departure or Termination of Contract
1. A 90-day notification prior to the termination date shall be given to terminate the leasing contract.
2. Refund of contract will be subject to the refund schedule and must be approved by the Allen College Business Office. A written request must be made. Refunds are not guaranteed.
3. The vacating occupant will accompany an Allen College representative (may be RA) for a walk through inspection of the residence to document damages, cleaning needs, missing items, etc.
   a. Charges for the damaged, dirty, or missing items will be assessed within 5 working days.
   b. Actual charges will be billed if determinable or an assessment will be made based on estimated costs of the damage.
c. If charges are deemed applicable and the occupant does not agree, an appeal may be filed through the Allen College Administration Office.
   1. A simple letter outlining the circumstances and requesting a review should be submitted to the Business Officer to be reviewed by the designated person.
   2. Inspection will be completed one week prior to contract end or requested termination date.
   3. If the occupant does not attend inspection, costs can be assessed based on the Allen College representative’s inspection with no appeal.

Roommate Preferences
   1. For roommate preferences, the resident must provide the person’s full name and birth date.
   2. The preferred person must fill out an application and provide the same information to be accepted.
   3. Contracts and deposits must be received from all parties to be considered.

Suite Occupants Preference
   1. For suitemate preferences, the resident must provide the person’s full name(s).
   2. The individuals must submit applications providing the same information and be accepted.
   3. Contracts and deposits must be received from all parties to be considered.
   4. Should the applicant not provide the necessary information or deposit, an individual may be selected by Allen College to fill the vacancy.

Residence Assistant
   1. Allen College reserves the right to determine if/when a residence assistant will be provided.
   2. This person will be a representative of Allen College and should be treated as such.
Applying for a Residence Assistant
1. One residence assistant position may be offered.
2. Notification of an available position will be sent to appropriate applicant pool via email and other means.
3. An application must be submitted during the midterm of the prior semester
4. Announcement of the residence assistant will be made during the last week of the semester prior to the start of the position.
5. Housing shall be provided for only those with a signed application and agreement with Allen College.
6. The residence assistant applicant must:
   a. Be 18 years of age.
   b. Be at least a sophomore.
   c. Provide an employment history.
   d. Not have a criminal history.

Responsibilities of a Residence Assistant
   e. Must be willing and able to enforce the rules and policies of the suites.
   f. Must document activities that will lead to eviction.
   g. Must report activities that are not allowed by policy.
   h. Will maintain the substance free standards.
   i. Will report to the Business Officer.
   j. Will supervise the moving in and out of the occupants.
   k. Will report maintenance problems or needs.
   l. Will arrange for housekeeping to clean upon the leaving of a resident.
   m. Will be responsible for picking up and sorting of mail.
   n. Will assist with the security of the building by making sure doors are shut and locked.
   o. Will maintain a professional attitude and be respectful to the residents and others.
   p. Will instruct and assist in the operation of appliances.
   q. Will maintain the posting, distribution, and monitoring of materials handed out or displayed on bulletin boards.
   r. Will ensure that items will not be taped or mounted in areas other than designated for notifications.
   s. Any other duties as assign by Allen College.

Payment
1. A $200.00 security deposit and $25.00 application fee must be received by
   • May 1 for the fall semester
   • October 1 for the spring semester
   • March 1 for the summer semester
2. This security deposit will be held until the end of a student’s contract.
3. Application fee must accompany application and deposits must accompany contract.
4. Admission and enrollment to Allen College must be confirmed.
5. Housing will not be held pending the receipt of the deposit.
6. Should a student be moving in after the first day of classes, notification should be given to the residence assistant or Business Officer as housing will not be held after the first day of classes.
7. Responsibility for housing charges will become effective with the first day of residency or the first day of classes whichever comes first. Written notice must be given to avoid these charges.
8. Adjustments for late occupancy will be considered providing occupancy is after the third week of the start of class.
9. Housing charges will be applied to the student’s bill during the first week in the month that classes commence.
10. Deferred payment arrangements may be made through the Business Office. There is a $15.00 processing charge for this arrangement.
11. Deferred payment will be automatic if payment is not received within the first billing cycle.
12. Payments are due on the first of each month.
13. Late fees will apply to all outstanding balances without prior arrangements on the 15th of the month.
14. The Allen College Board determines the housing rate and reserves the right to adjust these rates upon giving a 30-day notice.
15. Should a rate increase become effective during the term of a resident’s lease, a resident has the option of accepting the new rate or terminating his/her contract when the new rates become effective. A written notice must be provided prior to the end of the contract.
16. A written request to terminate a current valid contract must be made 90 days prior to the start of classes to cancel housing for the next semester and request refund of deposit. For all other cancellations, see the section on cancellation of contract.
17. If the vacating student is attending classes, the deposit may be credited to their account to offset any other balance that may be outstanding.
18. All housing and class charges are deducted from a student’s aid prior to refunds being issued.

Non-Payment of Contract
1. Upon signing the contract, the student understands and agrees to the financial responsibilities.
2. The student agrees that payment should be made in a timely manner as outlined in the contract.
3. The student understands and agrees that if Allen College uses legal counsel, a collection agency, or other persons to enforce this agreement, the student will be responsible for collection cost, attorneys’ fees, court costs, and other expenses incurred by the college in obtaining payment.
4. Interest will be assessed at the highest rate allowed by law on any unpaid balance.

Cancellation/Refund Policy
1. The application fee is non-refundable.
2. Refund of deposit for academic year starting with the fall semester
   a. Cancellation must be made prior to May 1
      • Deposit will be refunded in full
      • No additional charges
   a. After May 1 to July 1
      • Deposit refund of $100
      • No additional charges
b. After July 1
   • Deposit refund of $0
   • No penalty

c. After August 1
   • Deposit refund $0
   • 30% penalty of contract

3. Refund of deposit for academic year starting with the summer semester
   a. Cancellation must be made prior to March 1.
      • Deposit will be refunded in full
      • No additional charges
   a. After March 1 to April 1
      • Deposit refund of $100
      • No additional charges
   b. After April 1
      • Deposit refund of $0
      • No penalty
   c. After May 1
      • Deposit refund $0
      • 30% penalty of contract

4. Refund of deposit for calendar year for new contracts starting in January
   d. Cancellation must be made prior to August 1.
      • Deposit will be refunded in full
      • No additional charges
   e. After September 1 to October 1
      • Deposit refund of $100
      • No additional charges
   f. After November 1
      • Deposit refund of $0
      • No penalty
   g. After December 1
      • Deposit refund $0
      • 30% penalty of contract

Changes to Contract
1. The Allen College Administration has the right to make changes to the rates as deemed necessary.
2. Administration has the authority to change the services provided.
3. Notification will be provided of the rate or service changes by the April prior to the start of the academic year.
4. The academic year begins with the summer semester.
5. Students will be automatically charged the new rate without change to the contract.
6. Should a rate increase become effective during the term of a residence lease, a resident has the option of accepting the new rate or terminating his/her contract when the new rates become effective.
7. A written notice must be provided prior to the end of the contract.
8. Students that do not wish to abide by the new contract rates will be asked to leave prior to the start of the new rates.
**Parking**
1. Onsite parking is available.
2. Each occupant is limited to one vehicle.
3. Parking of trailers, boats, campers, etc. is prohibited.
4. All vehicles must be operational and have a valid Allen College parking permit.
5. Handicap parking places are reserved for those displaying handicap permits.
6. A $100 fine will be assessed for those unauthorized to park in a handicap zone.

**Utilities**
1. Electric, gas, garbage, water and sewer is provided.
2. Basic cable TV is provided in the common area and in the suite’s living area.
3. Should a student want cable or Internet in their bedroom, the fees are the student’s responsibility.
4. Telephone jacks are available, but hook-up and monthly fees are the responsibility of the student.
5. Internet service is provided in the common area.
6. A wireless access point is provided, however the wireless access card for the student’s computer is the student’s responsibility.
7. Local phone service is provided in the common area for local calls and emergencies.

**Mail Service**
1. Mail will be delivered to the curbside mailbox.
2. The residence assistant or a designated student will be responsible for getting the mail from the box and sorting it for the students.
3. The student’s address will be Allen Suites, 1955 Heath Street. Suite 1,2,3 or 4, Waterloo, IA 50703.
4. It is the responsibility of the student to update/change their mailing address when moving into/or out of Allen Suites. Allen College is not responsible for lost, forwarded or returned mail.