

Housing Agreement

Introduction

Housing for NPU Theological Seminary and Graduate students (also referred to as “Students”) in NPU-owned off campus Housing Units and duplexes (“Housing Units”) is offered on a first come first served basis (“Housing”). Over the years, NPU has expanded its commitment to creating attractive, livable spaces for students and families as needed. All Housing is within a short walk of the campus.

Students must apply online for Housing following acceptance to North Park Theological Seminary (“NPTS”) and/or eligible NPU Graduate Program [here](#). Incoming Students have the opportunity to indicate requests for specific Housing Units on the Housing application. Assignments are made on a first come first served basis, according to the time of application, desired size of unit and availability. Every effort will be made to accommodate requests when assignments are made.

Housing falls under the purview of NPU and is overseen by the NPTS Dean of Students and Community Life. NPU designates specific Housing Units as available for Housing. Periodically, a review of allocated Housing Units is performed to balance the housing needs of NPU undergraduate students and Seminary and Graduate students. Housing is first and foremost made available to degree seeking NPTS and Graduate students. After meeting the needs of NPU Theological Seminary and Graduate students, Housing Units may be re-allocated for usage among the NPU undergraduate student population. On rare occasion, available Housing Units may be utilized for other purposes only after approval by the NPTS Dean of Students and Community Life, and the NPU Vice President of Finance.

Qualifications for Seminary and Graduate Student Housing

1. Applicant must be a Fulltime student in the Seminary or other NPU graduate program taking a minimum of 6 credits per semester or 12 credits over a calendar year;
2. *OR* Applicant is a fulltime undergraduate student and has received permission from Residence Life of NPU (see below).
3. Applicant must agree to abide by the terms of this Agreement as indicated by signature.

Housing Policies for Residents of Seminary and Graduate Student Housing

Terms of Housing Agreement

1. **Assignments:** All Housing assignments commit Student to rental payments for the period he or she occupy the Housing Unit. Rent is calculated to the date that Student moves into and out of the Housing Unit.
2. **Rent** is posted to Student’s account on the first of each month, and payment is due upon receipt. Rent is payable at NPU Student Administrative Services or online through [Self-Service](#). **NPTS/NPU retains the right to evict Student for failure to pay Rent on a timely basis or for failure to make arrangements for payment with NPU Student Administrative Services. Late fees will be assessed to past due accounts.**
3. **Occupancy:** Housing is for the assigned Student only. Seminary, Graduate and Undergraduate students may share Housing Units with their legal spouse but only Seminary Students may share Housing Units with children/families.

4. **Visitation** and overnight guests: Student may have visitors to his/her Housing Unit but an overnight guest must be registered with the SGHC with the name and contact information of the guest. Student may not house his/her significant others for *any* amount of time. Overnight guests may stay a maximum of two nights. Exceptions must be approved by the Dean of Students and Community Life.
5. NPTS/NPU retains the right to inspect Housing Units for the purpose of periodic evaluation of their condition. Notice of at least three days will be given before inspection takes place.
6. **Animals** of any kind are not permitted in Housing unless the animal is a service animal within the meaning of the American with Disabilities Act or the animal is an emotional support animal. In all cases Student must contact the SHC and the Student Success Learning Specialist to fill out the required paperwork prior to bringing the animal into Housing. Visitors and guests of Student may not bring animals into Seminary Housing unless the animals are service animals.
7. **Smoking** and vaping are prohibited in Housing.
8. Drug use in Housing is strictly prohibited, including marijuana in all its forms, unless prescribed by a physician.
9. **Drinking** of alcohol is not allowed in Housing. If Student chooses to drink moderately in his or her Housing Unit, Student does so knowing he or she is in violation of this policy. If it becomes known that parties are taking place in Housing, there will be consequences which may include eviction from Housing. (See student handbook for more details.)
10. **Noise Policy:** Prior to 9:00 pm, noise must be controlled at a level deemed reasonable by Student's neighbors. Repeated violations are grounds for eviction at the sole discretion of the NPTS Dean of Students and Community Life. After 9:00 pm, there is a strict "no-noise" policy in all Housing.
11. **Violations** of any of the terms of this Agreement, including but not limited to, failure to pay rent, will jeopardize Student's opportunity to remain in Housing. Student may be evicted at the sole discretion of the NPTS Dean of Students and Community Life who may consult with the Dean of the Seminary and the Pastoral Care Committee. Students who violate any of the terms of this Agreement will be referred to their respective dean/director of their program.
12. All complaints and appeals regarding housing procedures and decisions should be directed only to the NPTS Dean of Students and Community Life and will follow the grievance policy outlined in the Seminary Student Handbook.

Period of Occupancy

1. **Move In Dates:** Typically, Housing is available for occupancy by Student starting August 1. This date applies to anyone renting Housing. Students wishing to make an intercampus move must do so over the summer months.
2. **Rent Increases:** New rental rates go into effect on August 1 of each year.
3. **Summer Policies:** In the event Student does not occupy the assigned Housing Unit for one month or longer in the summer, from June 1-August 15, Student may retain his or her Housing unit by paying rent over the summer and upon Student's return, half of that rent will be credited toward the ensuing months. Student's Housing unit may not be used by anyone else over that period.

In the event Student is away from campus for a six (6) to eleven (11) week CPE program or doing a full-time *unpaid* summer internship, he or she may retain the assigned Housing Unit intact, and rent will be waived. This requires documentation to the SGHC from the internship/CPE site prior to leaving.

4. **Move Out Dates:** Upon completion of Student's coursework at NPTS, Student must vacate the Housing Unit no later than June 30 of the year in which Student graduates (Sept. 30 for August graduates or January 31 for December graduates). Exceptions to this rule are made only by means of petition to the Dean of Students and Community Life.

5. Academic Eligibility: In order to remain eligible for Housing, Student must take a minimum of six (6) academic credit hours during the fall semester and during the J-Term/spring semester or twelve (12) credits over the course of the academic year.
6. Maximum duration of stay in Housing is limited according to Student's degree program:
 - MDiv — 5 Years
 - MACF — 4 Years
 - MATS — 4 Years
 - MACM — 3 Years
 - DMIN---- 3 years
 - Ministry Certificate — 1 Year
 - Diploma — 2 Years
 - Dual-Degrees — Add 1 Year
 - Graduate Students- 2-3 years depending on program
7. Field Education: In the event Student plans on doing field education in the Chicago area, Student may petition the Dean of Students and Community Life to have the academic requirements waived while on internship and to have their duration of stay extended for up to one year.
8. Undergrads Assigned to Seminary and Graduate Student Housing: Undergraduate students who are not eligible for undergraduate housing AND are approved by Residence Life may apply for Seminary and Graduate Student Housing. Their acceptance will depend on availability. **However, they must adhere to the move-in/out dates that apply to all undergraduates. Generally, this means that they must move out at the end of the academic year and not live in campus housing during the summer months.**

Application and Assignment

1. Applications for Housing are made to the SGHC. In order for Housing to be assigned, a completed application form and a \$50 non-refundable application fee must be received by the SHC. (Applications may be found [here](#)) The \$50 non-refundable fee will be applied toward the \$250 damage/cleaning deposit. Assignments for fall are made during the early summer.
2. NPTS does not guarantee availability of Housing. Therefore, Student is advised to apply for Housing as soon as possible. While Housing applications are accepted on an ongoing basis, the priority deadlines are July 1st for the Fall semester and December 1st for the Spring semester.
3. Student will be informed of his or her Housing assignment via email (sent to Student's North Park issued email account). Student will be informed via email of his or her Housing assignment and notification that the remainder of the damage/cleaning deposit of \$250 is due prior to Student's arrival. (See Deposits and Other Costs for more details about the deposit.)
4. NPTS/NPU reserves the right to reassign Housing in the interest of providing adequate housing for *all* NPU students. Every effort is made, however, to avoid moving students who have not requested a change. The NPU Physical Plant will assist students required to move by NPTS/NPU. While every effort is made to accommodate all students who apply for Housing, occasionally it is necessary to prioritize who will receive a Housing Unit. In the event that Housing becomes full, Seminary students will have first priority, followed by non-Seminary graduate students. If room is still available, undergraduate students approved by the undergraduate housing office will be assigned on a first come first served basis.

Deposits and Other Costs

1. A damage/cleaning deposit of \$250 is required to secure Student's assigned Housing. This amount includes the \$50 non-refundable fee submitted with Student's Housing application. Should the applicant decide not to rent an Housing Unit after the full deposit has been paid, the \$50 non-refundable fee will be deducted from the refunded amount.
2. The \$250 damage/cleaning deposit is refundable only after the final inspection of the Housing Unit has been completed to assess damage/cleaning costs. A final inspection will take place after Student

has moved out. The assessed damage/cleaning cost will be deducted from the \$250 damage/cleaning deposit with the remainder, if any, refunded. (If Student has a tuition or rent balance, the refund is automatically put toward that balance.)

3. Rent charges include electricity, gas, and heat. Internet is NOT included for Housing Units north of Foster and students must make arrangements for internet.
4. There is a \$10 charge for any lost key or additional key.

Move Out Procedures

1. In order for rent charges to be discontinued, Student must turn in a move-out form (available from the SGHC) with his or her keys to NPU Physical Plant when the Housing Unit is vacated. The move-out form outlines the requirements for returned deposits. Failure to follow the check-out procedure will result in the delay of the repayment of the damage/cleaning deposit and/or additional rent charges or retained deposit.
2. When Student vacates his or her Housing Unit, personal belongings from the basement storage area must also be removed. Up to \$75 or the actual cost of removal, whichever is greater, will be deducted from the damage/cleaning deposit for the removal of any items left in Housing. Student may not leave any belongings in his or her Housing Unit for any reason or Student's account will be charged for removal.
3. In the event that Student moves from one Housing unit to another, the "old" unit will be assessed for damage and cleaning by NPU Physical Plant. Assessed damages will be charged to Student's regular account. The return of the damage/cleaning deposit only applies when Student moves out of Housing. (**Please note:** Students must be pre-approved for an inter-campus move by the SGHC.) If Student takes a leave of absence from coursework, Student may remain in his or her assigned Housing unit until the end of the semester in which the leave of absence is taken. In the event Student permanently withdraws from coursework, Student must vacate the assigned Housing unit within thirty (30) days of withdrawal.

Security and Protection

1. NPU Campus Security patrols campus 24 hours a day. For both emergencies and non-emergencies call 773-244-5600 or the NPU campus desk at (773) 244-6200 and push "0" for the operator. In addition, do not hesitate to call 911 for emergency police, fire, or ambulance service.
2. Security Systems: Student may, at his or her expense and with the permission of the SGHC, have a home security system installed. The monitoring company must be notified that the system is installed in Housing and the primary contact number must be listed as 773-244-5600 (Campus Security Desk). Students should also list a trusted neighbor who can check on their Housing Unit if Student is out of town. In the event of a false alarm activation, it is Student's responsibility to contact all parties listed on their account to advise them of the situation. False alarms with a police response are at risk of receiving a \$75 ticket.

Furnishings and Personal Property

Housing is unfurnished, equipped with a gas stove/oven, refrigerator and a shade for every window in the Housing Unit. Washers and dryers are provided in the basement of each Housing Unit building and on the 3rd floor of the building at 5151 N. Christiana. Student may not bring his or her own washers or dryers. Pictures should be hung using hooks that have nails at a 45-degree angle. Towel racks, shelves, etc. may be added only with the permission of the NPU Physical Plant and the SGHC. Student shall obtain renter's insurance and shall furnish a Certificate of Insurance evidencing same with a copy of this executed Agreement.

Building Facilities

Housing Unit Basement Storage

Most Housing units have a designated basement storage space. NPU Physical Plant staff may remove any items stored outside of this designated space. When Student vacates his or her Housing Unit, the basement storage space must also be vacated. If items in the basement storage space are not vacated, NPU shall have the right to remove items and dispose of them as NPU deems appropriate, and shall also charge Student for the cost of removal. All basement storage space is at Student's own risk.

Heating

All Housing units are equipped with one of the following heating systems: baseboard heat, radiators, or forced air. Most Housing units have a separate thermostat, though a few Housing units have only a single thermostat that controls the heat in the entire building. If Student encounters a problem with the heat, please inform Physical Plant through the help desk system (see below for details on filling out a helpdesk ticket).

Electrical Systems

Many of the Housing units were built when there were fewer household appliances in use. The electrical wiring, therefore, is not meant for the modern usage. Student agrees to exercise caution with microwaves, toasters, computers, televisions, hair dryers, etc., and how much current is being used at any one time. If the power breaks a circuit, there is a circuit breaker in the basement; residents should flip the appropriate switch and then try to identify what went over the "limit." Light bulbs in ceiling fixtures should not exceed 120 total watts (i.e., two 60-watt bulbs). Higher wattage bulbs will burn out more quickly.

Miscellaneous

1. To avoid problems with pests, Student shall put trash in closed plastic bags before taking it to the dumpster. Dumpsters and recycling bins are near each Housing unit and serviced regularly. Student shall not leave garbage or recyclables out in the open or on stairwells or hallways, but shall place them in the appropriate bins outside.
2. Permanent structural changes are not to be made in Housing units. This includes, but is not limited to the following: wall partitions, lighting fixtures, ceiling fans, kitchen countertops, additional shelving, etc.
3. Painting of Housing units is not permitted.
4. If Student wishes to have cable television installed, he or she must contact the SGHC prior to the installation date. Satellite/Dish systems are not permitted. Cable installation is not allowed in the 5151 N. Christiana building.
5. Parking on campus is very limited. Even though some of the Housing units have designated parking lots, there is no free parking on campus other than street parking. All students using NPU parking lots are required to purchase an annual parking pass.
6. If Student has a medical condition that requires a medical professional to visit Student's Housing Unit in order to render treatment, Student must notify the SHC. The same applies for voluntary medical procedures conducted in Student's Housing unit.
7. Student agrees not use Drain-O, Liquid Plumber, or other chemicals to address slow or clogged drains. Student shall contact the Physical Plant by following the procedure for maintenance requests and they will address the issue.
8. Student agrees not to use charcoal and/or gas grills on the rear staircases and on buildings with balconies.

Housing Assistance

When something in the Housing unit needs repair, it is important that it be dealt with as quickly as possible. When Student notices anything that needs maintenance attention, he or she shall report the problem via [*Asset Essentials*](#). North Park Students, Faculty, and Staff can alert Physical Plant to needs around campus using this app or website. Please log in to the website first before using the app.

The ClientID is NorthParkU, and the login uses your University email address and SSO (Single Sign On) to authenticate.

- [Web Access](#)
- [Apple iOS](#)
- [Google Play for Android](#)

When employees of NPU's Physical Plant come to Student's Housing unit, they are never to arrive before 10:00 in the morning, unless prior arrangements are made with Student (or it is an emergency), and they will knock two times before entering. Once they open the door, they will call out "Physical Plant" before entering the Housing unit. They will be wearing tan and brown uniforms (custodial personnel will be wearing blue). Should NPU Physical Plant personnel stop by when Student is not in the Housing unit, they will leave a card saying why they were there.

Requests for **repairs or servicing of the washers or dryers located in Housing** are also to be submitted via Asset Essentials by those who discover the problem. Once a problem is discovered, Student shall place a sign on the machine instructing others not to use it.

If Student is locked out of his or her Housing unit, they may call NPU Campus Security (773-244-6200).

Seminary and Graduate Student Housing Coordinator (SGHC)

Essential Roles

The Seminary and Graduate Student Housing Coordinator (SGCH) provides administrative support for the Student Services Office by coordinating student housing for incoming and outgoing seminarians and their families and other graduate students as needed. In addition, the SGCH will explore ways to foster community life for seminary students living on campus. The SGCH is an ex-officio member of the Seminary Student Leadership Team as well and the "go-to" person onsite if issues arise. Students are responsible to complete helpdesk tickets for non-emergencies and contact the engineer in charge if there is an emergency in their unit (see definition above). The SGHC will be the contact if there is an interpersonal issue in the building or other non-facility related problem. Non seminary graduate students who are having issues or not complying with the housing policies will be referred to their respective dean/director of their program.

The SGHC reports to the Dean of Students and Community Life and may be contacted at semhousing@northpark.edu.

For further information about on-campus housing, please contact the SGHC at semhousing@northpark.edu.