

## 2023-2024 Graduate Student Housing Agreement Terms and Conditions

This Graduate Student Housing Agreement (“Agreement”) is between North Park University, an Illinois not for profit corporation, hereafter referred to as “University” and the student whose signature appears on the Agreement, and hereafter referred to as “student”.

Housing for graduate students at the University, including the North Park Theological Seminary, in the University-owned housing units and duplexes (“housing units” or “Graduate Student Housing”) is offered on a first-come first-served basis. Over the years, the University has expanded its commitment to creating attractive, livable spaces for students and families as needed. All Graduate Student Housing is on campus or within a short walk of the campus.

Graduate Student Housing falls under the purview of the Division of Student Engagement and is overseen by the Office of Residence Life and Housing. Graduate Student Housing is first and foremost made available to degree-seeking graduate students. After meeting the needs of the students enrolled in graduate programs at the University, housing units may be allocated for usage among the degree-seeking undergraduate student population of the University. On rare occasions, available housing units may be utilized for other purposes only after approval by the Director of Residence Life and Housing.

1. **Qualifications:** Applicant must be a degree-seeking full-time student in the University graduate program, taking a minimum of 6 credits per semester or 12 credits over a calendar year; *OR* the applicant is a degree-seeking full-time undergraduate student and has received permission from the Director of Residence Life and Housing.
  - a. **Limits of Campus Housing Eligibility:** Maximum duration of stay in Graduate Student Housing is limited according to the student's degree program.
    1. MDiv — 5 Years
    2. MACF — 4 Years
    3. MATS — 4 Years
    4. MACM — 3 Years
    5. DMIN — 3 years
    6. Diploma — 2 Years
    7. Dual-Degrees — Add 1 Year
    8. DEMSN — 20 months
    9. MSAT — 2 Years
    10. Other Graduate Programs — 2-3 years depending on program
2. **Application & Assignment:** Students must apply online for Graduate Student Housing following acceptance to a graduate program at North Park University or North Park Theological Seminary. Incoming students have the opportunity to request 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.
  - a. **New Student Housing Application:** A student enrolled in or applying for a graduate program at the University can apply for Graduate Student Housing by submitting an online application. Before a housing unit can be assigned, a housing application and a refundable \$250 housing deposit must be received. Assignments for the fall starts are made during the early summer.
    - i. The University does not guarantee availability of Graduate Student Housing. Therefore, students seeking on-campus housing are advised to apply as soon as possible.

- ii. While housing applications are received on a rolling basis, the priority deadlines are June 1<sup>st</sup> for the fall semester (August–September start), November 1<sup>st</sup> for the spring semester (January start), and March 1<sup>st</sup> for the summer term (May or June start).
- b. **New Student Housing Assignments:** The housing assignments are made by the Office of Residence Life and Housing. This Agreement does not guarantee student assignment to a particular housing unit within Graduate Student Housing. The University will attempt to fulfill any roommate requests made by the student but cannot guarantee such requests will be fulfilled. The University reserves the right to re-assign the student in the University's sole discretion.
  - i. The student may request a change in assignment at appropriate times with the approval of the Office of Residence Life and Housing.
  - ii. The student is not authorized to sell, sublease, or assign their housing unit to another person. The students will be informed of their housing assignments via their University email account.
- c. **Move-In Process and Timeline:** The standard move-in date for the fall is the closest weekend to August 15. The standard move-in date for the spring is the closest weekend to January 3. The standard move-in date for the summer is the closest weekend to June 15. For any programs outside the traditional timeline of the University's academic calendar, move-in dates are the closest weekend to two weeks prior to the program start date. Any requests to move in at a different time must be approved in advance by the Office of Residence Life and Housing. Students wishing to make an inter-campus move must do so over the summer months.
- d. **Move-out Process and Timeline**
  - i. In order for rent charges to be discontinued, the student must (1) turn in a move-out form (available from Residence Life and Housing), (2) drop off their keys at the Office of Physical Plant, and (3) send an email to [gradhousing@northpark.edu](mailto:gradhousing@northpark.edu) noting when the housing unit is vacated. The move-out form outlines the requirements for returned deposits. Failure to follow the check-out procedure listed above will result in the delay of the housing deposit refund and/or additional rent charges or retained deposit.
  - ii. When students vacate their housing unit, personal belongings from the basement storage area must also be removed. The actual cost of removal or \$75, whichever is greater, will be deducted from the housing deposit for the removal of any items left in the housing unit. Students may not leave any belongings in their housing unit for any reason. The student's account will be charged for the removal of any left-behind items.
  - iii. In the event that the student moves from one housing unit to another, the vacated unit will be assessed for damage and cleaning fees by the Office of Physical Plant. Assessed damage will be charged to the student's housing deposit and will be deducted from the total housing deposit balance that is refundable at the end of their occupancy in Graduate Student Housing. The return of the housing deposit only applies when the student moves out of Graduate Student Housing. (Please note: Students must be pre-approved for an inter-campus move by the Office of Residence Life and Housing.)
  - iv. If a student takes a leave of absence from coursework, the student may remain in his or her assigned housing unit until the end of the term in which the leave of absence is taken. In this case, the student must be registered as a full-time student for the upcoming semester. Any student who takes a leave of absence and who is not registered for the upcoming term will be considered as permanently withdrawn from the University and will be required to vacate the assigned housing within fifteen (15) days of withdrawal.

- v. The standard move-out date for the fall is the closest weekend to December 31. The standard move-in date for the spring is the closest weekend to May 31. The standard move-out date for the summer is the closest weekend to July 31. For any programs outside the traditional timeline of the graduate academic calendar, move-out dates are closest weekend to two weeks after the program end date. Any requests to move out at a different time must be approved by the Office of Residence Life and Housing.
- vi. Any personal property which remains on the premises for more than ten (10) days following termination of occupancy shall be deemed abandoned and the University shall be entitled to retain or dispose of such property.
- e. **Renewing Housing Application:** Prior to the commencement of the new housing year (starting on August 1), all returning students are required to complete the yearly renewal housing application. The students will have the option to request to stay in their current unit unless the University requires a reassignment, or the student can request a new unit designation. If the renewal application is not completed by April 1 of the current year, 12 am CST, a late fee will be assessed to the student's account. If the renewal housing application is not completed by May 1, the Office of Residence Life and Housing will assume that the student does not wish to renew their housing assignment and will expect the student to vacate their housing unit by May 31.
- f. **Renewing Housing Assignment:** All housing assignments are made by the Office of Residence Life and Housing. The University will attempt to fulfill any requests made by the student but cannot guarantee such requests will be fulfilled. The University reserves the right to re-assign the student in its sole discretion. The students will be informed of their housing assignments via their University email account.
  - i. The student may request a change in assignment at appropriate times with the approval of the Office of Residence Life and Housing.
  - ii. The student is not authorized to sell, sublease, or assign their housing unit to another person.
- g. **Rent**
  - i. All housing assignments commit students to rental payments for the term of this Agreement.
  - ii. Rent charges include electricity, water, gas, and heat. Internet is NOT included for housing units north of Foster Avenue and students must make arrangements for internet.
  - iii. **Rental Increases:** New rental rates go into effect on August 1 of each year.
  - iv. Rent is posted to the student's account on the first day of each month, and payment is due upon receipt. Rent is payable online through Self-Service or at the Office of Student Accounts ([studentaccounts@northpark.edu](mailto:studentaccounts@northpark.edu)). Rent is calculated for move-ins to begin on the closest first or fifteenth (15<sup>th</sup>) day of the month before the move-in date. The rent is calculated for move-outs to end on 15<sup>th</sup> day or the last day of the month after the move-out date. (For example, if a student moves in on August 11, the rent is calculated to start on August 1. If a student moves out of the housing unit on May 24, rent is calculated to end on May 31.)
  - v. Late fees will be assessed to past-due accounts.
  - vi. The University retains the right to evict a student for failure to pay rent on a timely basis or for failure to make arrangements for payment with the Office of Student Accounts. The University will begin the process of eviction when the student owes 2 months' worth of rent or at the end of the term, whichever comes first.

### 3. Cancellation Policy

- a. **By the Student:** The term of this Agreement is August 1 through July 31 of this year unless cancelled earlier as provided herein. All cancellation notifications by the student must be made in writing to the Office of Residence Life and Housing. Cancellation fees apply to all students who have executed this Agreement. Cancellation fees and their specific applicability are as follows:
  - i. **No cancellation fee:** Students who cancel before July 1 for the fall semester, November 1 for the spring semester, and March 15 for the summer term will not be assessed a cancellation fee. (Paid housing deposits will be refunded in this instance.)
  - ii. **Forfeiture of \$250 Housing Deposit:** Students will not be refunded the \$250 housing deposit if they fail to notify the Office of Residence Life and Housing of cancellation in writing prior to August 1 for the fall semester, December 15 for the spring semester, and May 1 for the summer term.
  - iii. **Cancel housing and withdraw from the University:** (i) Returning students who currently reside in Graduate Student Housing and who cancel prior to the start date of this Agreement and do not remain enrolled, and (ii) students (new or returning) who occupy the housing unit, but then cancel, after the start date of this Agreement and before the 10th day of classes, and do not remain enrolled, shall be assessed a cancellation fee of \$1,000. The start date of this Agreement is the earlier of the date a student occupies the housing unit or the first day of the semester. For existing residential students residing in a housing unit on or before July 31 of the current year, a new Graduate Student Housing agreement will be executed each year to be effective as of August 1 of each year.
  - iv. **Cancel housing but remain enrolled:** Students (new or returning) who cancel housing (and remain enrolled) by the end of the first week of the term will be charged one month's worth of rent.
  - v. Students who withdraw from the University, or are dismissed from the University, either for academics or student conduct, will be required to vacate the housing unit within fifteen (15) days of their student status termination date. Rent will be charged for the remainder of the month. Prices shall be available from the Office of Residence Life and Housing and published with other pricing on the University's website.
- b. **By the University:** The University reserves the right to cancel this Agreement, with the applicable cancellation fees (as set forth in Section 3 above), under the following circumstances: student's failure to occupy assigned housing unit by the 5th day of classes each semester, student's failure to pay rent within the terms and deadlines as outlined by Student Accounts, student's failure to remain an enrolled student in good standing with the University, or student's failure to abide by the policies of the University.

### 4. Deposits and Other Costs

- a. Moving in, a housing deposit of \$250 is required to secure student's assigned housing unit.
- b. Upon vacating the housing unit, the \$250 housing deposit is refundable only after the final inspection of the housing unit has been completed to assess housing costs. A final inspection will take place after the student has moved out. The assessed housing cost will be deducted from the \$250 housing deposit with the remainder, if any, refunded. (If the student has a tuition or rent balance, the housing deposit balance is automatically applied toward the tuition or rent balance.) After the final inspection and assessment of the housing unit costs, refunds will take approximately 7-10 business days.
- c. There is a \$10 charge for any lost key or additional key, and a \$50 charge for any locks that need

to be replaced if none of the keys are returned.

## 5. Food Service

- a. Graduate students can utilize the Campus Dining Hall by paying at the door to the dining hall for individual meals. Please note that the two-meals-per-week benefit listed on the webpage for the dining hall does not apply to students in Graduate Housing.
- b. Campus Dining Hall's Flex Dollars program allows students, faculty, and staff to load money into an account associated with their North Park IDs and use these funds in the dining hall, and other locations on campus. The Flex Dollars expire at the end of the Spring Semester. Learn more or get step-by-step instructions on how to purchase Flex Dollars at [northpark.campusdish.com](http://northpark.campusdish.com).

## 6. Graduate Student Housing Policies

- a. **Family Housing Policy:** There is limited special housing available for students wishing to live with their legal spouses and/or children. All students must notify Residence Life and Housing if they plan to live in graduate housing with their legal spouse or children/families. The University does not allow any persons who are not assigned by the Office of Residence Life and Housing, regardless of sex, to live in any housing unit on a long-term or permanent basis. Students of the opposite sex are not assigned and may not arrange to live together in Graduate Student Housing.
- b. **Visitation & Guest Policy:** Students may have visitors to their housing unit, but an overnight guest must be registered with the Office of Residence Life and Housing with the name and contact information of the guest. Overnight guests may stay a maximum of three nights in a row, and 6 nights total per month. Exceptions must be approved by the Office of Residence Life and Housing prior to the guest's arrival at the housing unit.
- c. **Noise Policy:** All students and their guests are expected to be considerate of other residents within and outside housing units by keeping noise at a reasonable level at all times. Quiet hours are observed in all residential spaces from 9:00 pm to 8:00 am each day. Courtesy hours are observed in all residential spaces and at all times other than quiet hours. During this time, it should always be quiet enough so that anyone who wants to can sleep or study. Students are expected to respect the requests of others for quiet and share in the responsibility for developing and maintaining a positive atmosphere in their room, on their floor and building.
- d. **Animals:** Animals of any kind are not permitted in Housing unless the animal is a service animal within the meaning of the Americans with Disabilities Act, or the animal is an emotional support animal (ESA). In all cases, the student must contact the Access Specialist to fill out the required paperwork and receive approval prior to bringing the animal into the housing unit. Visitors and guests of the student may not bring animals into Graduate Housing unless the animals are service animals.
- e. **Alcohol, Drug and Tobacco Policy:** In compliance with the requirements of the Drug-Free Workplace Act of 1988 and based on an institutional commitment to provide a drug-free and alcohol-free learning and work environment, the University is committed to the following institutional policy that applies to all students and employees. These policies apply on campus and at all institution-sponsored events.
  - i. **Controlled substances:** The University strictly prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance. The University also prohibits possession, use or distribution of medical marijuana.
  - ii. **Alcohol:** The University prohibits the possession or use of alcohol on campus or in conjunction with institution-sponsored events, whether on-campus or off-campus. No University sponsored publication, broadcast or other communication shall accept or contain any promotion of alcoholic beverages. Further, the University does not condone the display of alcoholic containers or advertisements in campus windows or on posted communications. In the State of Illinois, persons under the age of 21 shall not purchase, consume, or possess alcoholic beverages. It is against Illinois law to sell or furnish

alcoholic beverages to persons under the age of 21, as well as to sell alcoholic beverages without a license to any person. The University community standards and the laws of the State of Illinois ought to guide student decisions about the use of alcoholic beverages. Students who violate these standards and laws risk the sanction of the community. Any student found present in an on-campus situation where alcohol is found and/or being consumed by minors is also culpable. Behavior that is disruptive to the community and related to the influence of alcohol and/or other substances is prohibited. The University expects its students to be sober while on campus. Any student, who after using alcohol and/or other substances, exhibits disruptive behavior, becomes physically violent, excessively aggressive, is a nuisance or is uncooperative with any University employee, is in violation of this policy.

- iii. **Smoke and Tobacco:** Smoking and tobacco use are prohibited on all campus property at the University, both indoors and outdoors, in University-owned buildings, vehicles, and in privately owned vehicles parked on campus property. Smoking is defined as the use of smoke-producing tobacco products and includes but is not limited to cigarettes, cigars, cigarillos, mini-cigars, e-cigarettes, tobacco alternative vapor or vaping products, and hookahs. This applies to any individual on the campus and includes but is not limited to students, staff, faculty, other employees, contractors, or visitors to the campus. Students who violate the University's policy concerning drugs, alcohol, or tobacco will be referred to the Office of Residence Life and Housing or designee for possible disciplinary action, up to and including dismissal, depending on the severity of the case.
- iv. **Available Assistance:** The University believes that rehabilitation is the preferred solution to drug and alcohol abuse. We are committed to the health, safety, and well-being of all employees and students. For this reason, students are encouraged to use the University's Counseling Support Services and Health Services for assistance and/or referral. The responsibility for following through with treatment recommendations and referrals belongs to the individual. Participation in rehabilitation does not shield students from disciplinary action for noncompliance with the University's Community Standards of Conduct.
- f. **Air Conditioners:** Air conditioner units are not permitted in Graduate Student Housing unless the building already comes with a pre-installed air conditioner unit. Exceptions to this policy apply to those who have documented medical conditions that require an a/c unit in their living space. These students must contact the Access Specialist at [ADA@northpark.edu](mailto:ADA@northpark.edu) to fill out the required paperwork prior to installing the a/c unit. Window units are not permitted. Students requesting medical, accessible, or other accommodations are responsible for providing appropriate documentation to the Office of Residence Life and Housing and the Access Specialist at the time of submitting the housing application and the Agreement.
- g. **Other Prohibited Items:**
  - i. Candles
  - ii. Incense and incense burners
  - iii. Fireworks
  - iv. Gunpowder/ammunition
  - v. Flammable liquids
  - vi. Explosives
  - vii. Incendiaries
  - viii. Halogen lamps

- ix. Bomb-making (or similar materials)
- x. Hover Boards (including Segboards, Segways, or similar devices)
- xi. Halogen lights and High-Intensity light bulbs
- xii. 5-light floor lamp
- xiii. Drones, Unmanned Aerial Vehicle (UAV) or Unmanned Aerial Systems (UAS)

## 7. Building Facilities

- a. **Furnishing & Personal Property:** Graduate Student Housing is typically unfurnished, equipped with a gas stove/oven, a 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 Office of Physical Plant and the Office of Residence Life and Housing.
- b. **Basement Storage:** Most housing units have a designated basement storage space. Staff members of the Office of Physical Plant may remove any items untagged (with the student's name and unit) and stored outside of these designated spaces. When students vacate their housing unit, the basement storage space must also be vacated. If items in the basement storage space are not vacated, the University shall have the right to remove items and dispose of them as the University deems appropriate and shall also charge the student for the cost of removal. All basement storage space is at the student's own risk.
- c. **Electric System:** Many of the housing units were built when there were fewer household appliances in use. The electrical wiring, therefore, is not meant for modern usage. Students agree 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.
- d. **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 a student encounters a problem with the heat, please inform Physical Plant through the maintenance request submissions (see below for details on making maintenance requests).
- e. **Assistance with Facility Maintenance:** When something in the housing unit needs repair, it is important that it be dealt with as quickly as possible. When students notice anything that needs maintenance attention, they 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.
  - i. The ClientID is NorthPark ID and the login uses your university email address and SSO (Single Sign On) to authenticate.
    - 1. Web Access
    - 2. Apple iOS
    - 3. Google Play for Android
  - ii. When the University's Physical Plant staff come to student's housing unit, they are never to arrive before 10:00 am, unless prior arrangements are made with the 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. Should NPU Physical Plant

staff stop by when the student is not in the housing unit, they will leave a note saying why they were there.

- iii. Requests for repairs or servicing of the washers or dryers located in housing units are also to be submitted via Asset Essentials by those who discover the problem. Once a problem is discovered, the student shall inform the Office of Residence Life and Housing via email and place a sign on the machine instructing others not to use it.
- iv. If a student is locked out of their housing unit, they may request access to their own housing unit by calling Campus Safety at (773)244-5600.

8. **Access by the University:** The University reserves the right to enter a housing unit for a variety of reasons, including, but not limited to: conducting inspections; making necessary repairs, alterations or improvements; supplying necessary services; when there is reasonable cause to believe a violation of University policy has occurred, is occurring or is likely to occur; examining the premises by service personnel or contractors; or as is otherwise necessary in the operation and protection of the premises or occupants therein. In the case of an apparent or actual emergency or a potential violation of University policy, authorized University personnel may enter a *housing* unit at any time, without prior notice. Authorized University personnel include professional members of the Division of Student Engagement (excluding clerical personnel), University security personnel, the members of Residence Life and Housing staff, the supervisor of the maintenance staff and/or their designated employee, and non-University personnel contracted to perform maintenance or repair services on behalf of the University.
9. **Care of Facilities:** The University shall keep all housing units in reasonable repair during the term of this Agreement, including maintaining the premises in compliance with applicable regulations imposed by appropriate governmental authorities. The University will endeavor to make all repairs to housing units within a reasonable time after receipt of notice from the student requesting the repairs via established procedures. The student shall maintain his or her assigned space in a clean and orderly condition and make no alterations to the premises, including, but not limited to: removing doors or screens; painting, installing locks or safes; installing cable TV or satellite TV, erecting partitions or attaching anything structural to ceilings, walls, windows, floors or exteriors. Students agree to pay for any damage and/or cleaning charges to their assigned space, as well as any charges for missing items from their assigned space. When damage occurs in common areas and the Office of Residence Life and Housing does not know the source of the damage, charges will be split among the residents of that room, apartment, house, floor, or facility as appropriate.
10. **Hold Harmless, Release and Assumption of Risk:** The student agrees to hold the University and its agents, employees, faculty, trustees, officers and directors harmless and shall indemnify the University from all damages (including attorney's fees and costs of suit), liability, or loss to persons or property (including the student) caused or sustained as a result of the student's breach of the terms and conditions of this Agreement, and/or conduct that is negligent, illegal, violates University policies, or that is a misuse of the housing unit. The student agrees to release the University, its agents, employees, faculty, trustees, officers and directors from any and all damages, liability, claims, expenses, or loss resulting from or arising out of student's use of space within Graduate Student Housing, including but not limited to, those related to the student's exposure to contagious viruses including COVID-19 and its variants. Student understands that by residing in Graduate Student Housing, student is assuming the risks associated with communal living and, as in any shared living environment, those risks include potential exposure to contagious viruses, including COVID19 and its variants.
11. **Safety & Security:** NPU Campus Safety patrols campus 24 hours a day, 365 days a year. For both emergencies and urgent non-emergencies call (773) 244-5600 and for general inquiries call the NPU main



phone number 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.

12. **Student Welfare:** The University, in its sole discretion, reserves the right to require a student to seek physical or psychological evaluation, at the student’s expense, if the student demonstrates behavior that poses a threat including, but not limited to, behavior related to alcohol or other substance abuse, or weapons. In such instances, as well as any other potentially serious conditions affecting or threatening to affect a student’s welfare, the University may advise the of the situation, subject to applicable laws relating to confidentiality and privacy right of a student.
13. **Renter’s Insurance for Personal Property:** Student understands that the University does not provide protection or responsibility for lost, damaged or stolen personal property within the living unit, and that the student will obtain appropriate insurance coverage in order to obtain such protection. Any personal property which remains within the living unit for more than ten (10) days following termination of this Agreement shall be deemed abandoned and the University shall be entitled to retain or dispose of such property.

The University reserves the right to modify the terms and conditions of the 2023-2024 Graduate Housing Agreement pertaining to any subsequent semesters not covered by this Agreement. Please refer to the Traditional Undergraduate Student Handbook ([www.northpark.edu/studenthandbook](http://www.northpark.edu/studenthandbook)) for questions related to Campus Housing policies (Section “North Park University Community Standards”).

All students living in Graduate Student Housing are required to below or submission of the electronic housing application confirms that you have read the Graduate Student Housing Agreement Terms and Conditions and agree to abide by the terms and conditions set forth herein.

**Student’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_