

EDINBORO UNIVERSITY OF PENNSYLVANIA

Policy: **TEMPORARY UNIVERSITY HOUSING**

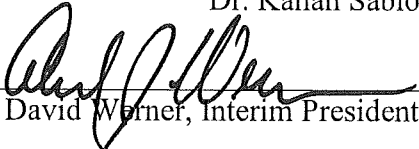
Policy No. **D022**

Supersedes Policy No. D022, Dated 4/6/1993

Recommended for Approval by _____


Dr. Kahan Sablo, Vice President for Student Affairs

Approved by _____


Dr. David Warner, Interim President

on _____

6/7/16
Effective Date

Review Date: As Required

INTENT:

The purpose of this policy is to provide guidelines for break housing and/or housing for individuals who are not contracted residence hall students.

PROCEDURE:

- I. **Short-Term and Overnight Guests:** Requests for overnight and short term stays (generally less than a semester) are managed on a case by case basis. Such requests shall be forwarded to the Director of Residence Life and Housing who shall complete the attached form and ensure appropriate approvals prior to the provision of accommodations.
 - A. Individuals will be charged a daily rate as determined by the Director of Residence Life and Housing.
 - B. Minimal amenities are provided in rooms and apartments – these include furniture, shower curtains, toilet paper, trash cans, and (in apartments only) bed linens. Apartments may or may not have kitchen equipment, televisions, or telephones.
 - C. Billing will occur in conjunction with the University Bursar. If a department is responsible for the charges, the Department of Residence Life must have a cost code in order to assign billing.
 - D. Pets, with the exception of service animals, are not permitted in short term housing without prior approval of the Director of Residence Life and Housing.

- II. **Long-Term, Non-Student Guests:** Leased housing is provided under special circumstances and only with the approval of the Vice President for Student Affairs. Lease agreements are generally for a period longer than one semester but shorter than one year. Rental charges will be established for all approved occupants in accordance with Commonwealth and State Systems of Higher Education directives.
 - A. All requests for leased housing are to be made to the applicable vice president two weeks prior to occupancy. Facilities available include apartments in Towers A, Towers B, and Dearborn Hall. Requests must include an explanation of the special need for temporary housing, person(s) to be housed, housing start and end dates, and services expected (e.g., telephone, parking permit, kitchen equipment, television, etc.) Requests endorsed by the vice presidents will be referred to the Director of Residence Life and Housing who will confirm availability of facilities and arrange for access to the apartment. Approval of the Vice President for Student Affairs is required for all requests.

- B. If a lease is approved, the costs and agreed upon conditions will be drafted into the lease by the Vice President for Finance and Administration or his/her designee. The occupant is required to sign and abide by the conditions of the lease. Monthly payments for the accommodation are managed through the Bursar's office.
- C. Pets are permissible on a case by case basis as approved by the Vice President for Student Affairs.

III. **Residence Hall Use by Students During Vacations and Selected Periods of Non-Attendance:**

During vacations and selected periods of non-attendance, students may be permitted to remain in the residence halls. Housing is limited to students who are enrolled at the University on a continuing basis.

- A. When an issue arises with travel time, excessive cost, or other acceptable causes as determined by the Director of Residence Life and Housing, a student may be granted permission to stay in a University residence hall during break periods.
- B. Applications for residence hall lodging during break periods should be received by the Director of Residence Life and Housing no later than two weeks prior to the time campus residency is desired, or another date set by the Director of Residence Life and Housing.
- C. Each student will be assessed a daily fee if he/she desires to remain in the residence halls during a break period.
- D. Students who choose to live in residence halls during a break periods assume responsibility for meeting their own food needs when University dining facilities are closed.
- E. Only designated residence halls will be available during Break periods. These buildings will be designated by the Director of Residence Life and Housing.
- F. Students will receive a written notification of break housing approval and procedures.
- G. No trespassing notices will be posted in each of the Residence Hall that is not in use. Anyone found in those buildings after those notifications are posted may be subject to arrest and University disciplinary sanctions.
- H. Students who return to campus prior to the end of the designated vacation break/selected period of non-attendance must receive prior approval from the Residence Life and Housing Office to occupy residence hall rooms.
- I. Break Housing Waivers
 1. Students may apply to the Director of Residence Life and Housing for a Break Period Housing Fee Waiver. The Housing Fee Waiver form must be completed and returned to the Residence Life and Housing Office no later than two weeks prior to the time of campus residency, or another date set by the Director of Residence Life and Housing. Requests submitted after the deadline will not be considered in the absence of extenuating circumstances.
 2. The Break Period Housing Fee Waiver form must be accompanied by documentation justifying the student's request (i.e., financial aid records, welfare statements, etc.).
 3. A Break Period Housing Fee Waiver will be granted when the University or any of its departments or programs requires the student to be present at Edinboro University of Pennsylvania during a break period. The Director of Residence Life and Housing will review and approve these requests.

RELATED POLICY

Campus Residence Requirements A026

CONTACT INFORMATION

Contact	Office	Address	Telephone
Director	Residence Life for Housing	Pogue Student Center	814-732-2818
Vice President	Student Affairs	Pogue Student Center	814-732-2313
Vice President	Finance and Administration	Reeder Hall	814-732-2585

