

Policy Title:	Student Apartments & Family Housing
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Governing Body:	Southern Oregon University	Policy Number:	FAD.063 (573-071)
Policy Contact:	Director of Housing	Date Revised:	October 2018
Custodial Office:	Finance & Administration	Date Approved:	November 14, 2018
Approved By:	President	Next Review:	August 2019
Related Policy:			

Revision History

Revision Number:	Change:	Date:
-	Initial version	February 1990
1	Revision	October 2018

A. Definitions

**Division 71, 573-071-0010 Student Apartments & Family Housing**

The following words and phrases mean:

1. “Student Apartments & Family Housing (SAFH)”- All housing and/or apartments owned, operated or managed by Southern Oregon University (SOU) which are rented specifically and only to those who qualify under the specified criteria and the listed priority levels to rent such houses or apartments, and all grounds and buildings used by tenants of the student apartments and family housing rental units and programs.
2. “Family”- A legally married couple; or a legally married couple with a dependent child/children; or an unmarried person with legal custody of a dependent child/children; or a couple as defined by the Student Apartments & Family Housing “Couples Affidavit.”
3. “Student”- A person who has applied for admission to SOU and at the time they take possession of the housing unit has been officially admitted to the university; who registers for a minimum of twelve (12) undergraduate academic credit hours, or the 5th year of a teaching certification program at SOU, or six (6) graduate-level academic credit hours each academic term; and is in good academic standing. Non-admitted students and dual enrolled students can be granted approval to reside in SAFH on a case-by-case basis, and with the approval of the Director of Housing.

4. "Couples Affidavit" – A document that provides criteria for non-married couples to qualify for Student Apartments & Family Housing:

(a) A couple must satisfy the following conditions:

- (1) Be at least eighteen (18) years of age;
- (2) Are not related by blood closer than would prevent legal marriage in the State of Oregon;
- (3) Are each other's partner for purposes of jointly managing their household affairs;
- (4) Neither is legally married to another person; and
- (5) Must sign a "Couple's Affidavit" and place it on file in the University Housing Office.

(b) A couple must meet at least one of the following conditions:

- (1) Be registered with a national, state, or city agency in another part of the world and provide a valid certificate of domestic partnership or marriage license;
- (2) Have joint ownership of a motor vehicle that can be proven with the vehicle's registration certificate dated back a minimum of one (1) year;
- (3) Participate in joint banking and have bank statements to prove they hold either a joint checking, savings, investment, or credit card account dating back a minimum of one (1) year from the date of application;
- (4) Have a current lease for a residence or have had within the past three (3) years, such as a lease which identified both partners as tenants dating back a minimum of one (1) year from the date of application; or
- (5) Both partners possess a legal and valid trust or will that names the other partner as the main beneficiary dating back a minimum of one (1) year from the date of application.

B. Policy Statement

#### **A. Division 71, 573-071-0005 Student Apartments & Family Housing Application Deposit**

All students who apply for SOU Student Apartments & Family Housing shall be charged a non-refundable application fee. Monthly rental rates, security deposits, charges for late payment of rent, cleaning fees and other miscellaneous fees, fines, and penalties are published annually as a subsection of SOU's Schedule of Fees Policy (FAD.068). The Director of Housing or designee shall have discretion to waive any fees based upon unusual circumstances brought forward via the exemption/petition process.

#### **B. Division 71, 573-071-0020 Qualifications for Student Apartments & Family Housing**

1. To qualify to live within a University-owned, operated or managed house or apartment in Student Apartments & Family Housing, an applicant must be a student at the University or a University faculty or staff member. If applicable, the assigned designated unit could be subject to taxes. See also Employee Housing (FAD.044).
2. If the resident's student status or family status changes so that the resident is no longer eligible for Student Apartments & Family Housing tenancy, the University will terminate the tenancy by providing the tenant with legally-required written notice of the intent to do so. See also ORS, Chapter 90.
3. Resident Eligibility Requirements and Priority for Student Apartments & Family Housing, ranked in priority order from (a) to (f):
  - (a) Students with child(ren) and non-custodial parents with an established parenting plan. The child(ren) must reside with the student applicant at least 180 days in the year. Summer-only visitation is not considered a year-round need. Verification of regular residence by the child(ren) may be required.
  - (b) Students who are married, in a domestic partnership, or who qualify under partnership by affidavit are second priority. No more than two adults may reside in each Student Apartments & Family Housing rental premises without written permission from the University Housing Office.

(c) Single SOU graduate students, single SOU students at least 25-years of age or older, or students who are active military, reservists or veterans with honorable discharges.

(d) SOU students who have earned senior (135 credits) status or above.

(e) SOU students who have earned junior (90 credits) status or above.

(f) Staff/faculty members on an interim basis. The Student Apartments & Family Housing is mainly for student use, allowing SOU to try to make apartment-style living more affordable. This is the reason the University limits the amount of time an SOU employee (either faculty or staff) can live in University-owned, operated or managed housing to two (2) years or the end of two (2) full lease cycles. If the staff member works for University Housing and serves in an on-call rotation on some level, the two-year limitation would not apply. If space permits, faculty/staff may petition in writing for an extension of the lease, and would require approval from the Director of Housing and the Vice President for Finance & Administration.

4. All others, including non-SOU students (but excluding OHSU students) and individual students under the age of 25 who are First Year students, Sophomores or Juniors, are ineligible to live at SOU Student Apartments & Family Housing without an approved exemption/petition by the office.

5. Prior to signing the Student Apartments & Family Housing Agreement, the University shall require the applicant to provide proof of eligibility, including but not limited to, marriage certificates, custody papers, and/or children's birth certificates.

6. If an offer is made to an applicant, the University Housing Office will permit a minimum of at least 24 hours for the offer to be accepted by the applicant. If there is no response, an email will be sent to let the applicant know their application has been canceled and may be reactivated upon request.

### **C. Division 71, 573-071-0040 University Housing Office and Housing Policy & Appeals Committee**

1. The University Housing Office, under the guidance of the Director of Housing, shall establish additional housing policies, procedures, and practices, though these may not conflict with other established University policies. Such policies and procedures will be vetted and approved by the Housing Policy & Appeals Committee, the SOU Policy Council, and finally approved by the SOU President.

2. A Housing Policy & Appeals Committee shall be created to advise the University Housing Office regarding existing and proposed policies, procedures, and administration of Housing operations. It shall be a standing administrative advisory committee of the University, whose membership shall consist of faculty, staff, and students from the University, appointed through the appropriate administrative advisory committee procedures:

(a) At least one of the members of this committee shall be a student, preferably one who resides in University-owned, operated or managed residences.

(b) The Director of Housing or designee shall be an ex officio, nonvoting member of the committee.

(c) The chairperson of the committee shall be elected from within the membership of the committee.

(d) The committee shall be comprised from various departments around the University, with both classified and unclassified staff being represented.

(e) The committee will have a quorum when no less than four members are present.

3. The Housing Policy & Appeals Committee shall provide advice and guidance in the following areas:
- (a) Existing and proposed housing policies and procedures, in both formulation and implementation;
  - (b) Hear appeals regarding exceptions to policies and procedures, based upon unusual circumstances;
  - (c) Hear appeals from residents for financial charges imposed upon them by the University Housing Office;
  - (d) Appeals will be administered by the University Housing Office designee after:
    - (1) The resident has brought forth the issue in a timely manner and allowed the Director of Housing or designee to make a determination past the initial financial charge or policy decision; and
    - (2) The resident has followed the appropriate appeals procedure and used the appropriate appeals form.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.

#### C. Policy Consultation

ASSOU Senate; Residence Hall Association Senate; Housing Policy & Appeals Committee; Policy Council.  
Revisions to the policy were posted for community comment on October 12, 2018.

#### D. Other Information

The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.