

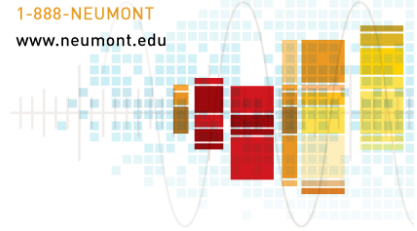


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NEUMONT UNIVERSITY HOUSING RULES AND REGULATIONS HANDBOOK

RA On Call Phone: (801) 634-5462

Welcome to the Neumont University Housing Program. We care where you live. This packet includes the rules, regulations, and processes you that apply to the Housing Program. Our program is designed to offer a comfortable place of residence for students. Toward that end, Neumont University requires all students who reside in the housing program to comply with a variety of rules. Students are responsible for being aware of these rules as outlined in this document (as well as the "Student Code" in the *Student Handbook*). You may be provided with a separate Rules and Regulations Packet regarding your individual apartment complex's rules and regulations. Residents are expected to abide by rules from both the individual apartment complex and Neumont University. Failure to do so may result in disciplinary or legal action.

APARTMENT CHANGES:

A student can request an apartment change by submitting a written request to Student Services. Student Services will approve or deny these requests at their own discretion. The first approved apartment change will be free of charge, but additional changes may be charged a \$50 fee. This fee may be waived at the discretion of Student Services. Student Services may define a date for apartment changes.

AWARENESS OF ANY VIOLATION:

If an occupant of the apartment knows that a violation has occurred/is occurring, it is their responsibility to contact a Resident Assistant (RA) or Student Services immediately by calling the housing on-call

phone at (801)634-5462. **All residents and guests in an apartment may be held accountable for policy violations committed in the apartment unless they contact an RA or Student Services.**

It is the responsibility of a student who knows of a violation to report it.

CHECK-IN PROCEDURES:

Upon check-in, residents will be expected to fill out and sign a Neumont University housing contract, an apartment complex application, an emergency contact sheet, a key sheet, and the common room and private room condition reports. **It is important to fill out the room condition reports with detail and accuracy as these documents will be used at checkout to determine damage charges.** It is the resident's responsibility to give completed room condition reports to your RA or Student Services no later than the housing orientation or they will not be accepted. Residents will also need to give a copy of their driver license to Student Services. The copy will be given to the apartment complex where the student will reside.

When a new resident checks into an apartment, all residents may compile a new roommate agreement. More information on this can be found under the heading "Roommate Agreement."

Prior to your first day of class, students attend New Student and Housing Orientations to help answer critical questions and to complete important paperwork. Attendance is essential. Please make travel arrangements accordingly. Residents are able to check-in to Neumont

Student Housing beginning the Thursday before the start of each quarter.

All paperwork and fees must be turned in by the first day of the quarter.

CHECKOUT PROCEDURES:

To checkout of housing, students should contact an RA or Student Services Coordinator and schedule a checkout time. Students must schedule a checkout time at least 48 hours prior to their desired checkout time. A detailed Cleaning Check Rubric is available on the LMS. Satisfactorily completing all items on the check sheet will reduce or eliminate additional cleaning charges at checkout. All personal belongings will need to be removed from the apartment prior to the checkout. RAs will have students complete a Checkout Condition Report and return keys. Once apartment keys are returned residents will not be able to regain access to the apartment. In some instances, damage charges are not fully known at checkout. Student deposits will be held until all damages and cleaning charges are billed to Neumont University by the apartment complex. Neumont University will then subtract damage and cleaning charges from your deposit and issue you a check for the remainder or invoice you for the additional cost. If Student Services becomes aware of damages, or cleaning charges are incurred, prior to a student's checkout from housing damages will either be deducted from a student's deposit (if they have, at the time of the charge, resided in the housing program for at least one calendar year) or assessed to their student account (if, at the time of the charge, the student has resided in the housing program for less than one year).

Failure to make or keep an appointment with the RA for checkout, failure to give the RA 48 hours notice, failure to give a proper 30 days written Intent to Vacate, or any other improper checkout may result in a \$150 improper checkout fee in addition to any cleaning, maintenance, damage, or missing key charges. Failure to meet the Intent to Vacate deadline will result in additional housing charges.

CLEANING CHARGES:

The apartment is expected to be left in check-in condition upon every term break and at final checkout. Residents who fail to adequately clean their apartment prior to each term break and/or checkout will be billed. Each occupant of an apartment that is not cleaned to the University's satisfaction will be charged \$100 plus \$20.00 per person per hour for cleaning. For example, if the apartment is cleaned by two individuals for one hour, you will be billed \$140.00.

All cleaning requirements are listed on the Learning Management System (LMS) housing community under the Shared Resources tab. Residents may borrow cleaning supplies from their RA.

Residents are charged a \$25.00 carpet cleaning fee upon leaving NU housing. This fee does not apply to room or apartment changes (that is, students are charged this fee one time only), and is generally deducted from the housing deposit.

CLEANING INSPECTIONS:

Apartment and common areas reserved for the resident's private use shall be kept clean and sanitary by residents. Neumont University or its agents have permission to

enter a resident's premises without approval for purposes of conducting a cleaning or health and safety inspection on a monthly or as-needed basis. These inspections verify care of the unit and furniture; verify occupancy safety; or meet other University needs. Neumont University is hereby authorized to enter units at any time, without prior notice. Student's failure to maintain the unit and furnishings shall be grounds for eviction under the resident's contract. Agents of the apartment complexes may enter premises during reasonable hours and upon reasonable notice for maintenance or business purposes.

COMMON COURTESY:

Student housing, by nature, involves communal living. This situation demands common courtesy. It is not possible to list all behaviors that might be considered inappropriate or inconsiderate. However, residents are expected to act in a manner that is respectful and with an awareness of the other individuals sharing the apartment and apartment complex. This level of courtesy involves keeping bedrooms, bathrooms, and common areas clean; limiting guests; observing posted and requested quiet times; and avoiding comments and behavior roommates may find offensive. Students who engage in persistent discourteous behavior in their apartment may be required to move or leave the housing program.

CONSOLIDATIONS AND ROOMMATE CHANGES:

All roommate change requests must be made in writing and submitted to a Student

Services Coordinator at Neumont University. Student Services will decide within five business days whether the request will be granted.

Neumont University reserves the right to relocate students at any time during the term, either permanently or temporarily, for any reason, including roommate incompatibility, disciplinary or judicial sanction purposes, to fill vacancies or accommodate private room requests, or to repair a unit or return it to the apartment complex.

DAMAGE AND CLEANING CHARGES:

Residents agree to maintain premises, appliances, furnishings, and fixtures at move-in condition. At checkout, residents will be assessed cleaning fees and damage charges if move-in condition is not maintained. It is the responsibility of each resident to ensure adequate insurance coverage is in place for personal belongings. Neumont University strongly recommends that residents purchase Renter's Insurance. Neumont University and the apartment complexes are not responsible for damage to personal belongings under any circumstances.

DRUG AND ALCOHOL-FREE HOUSING POLICY:

Neumont University has a zero tolerance policy relating to drug and alcohol possession in the apartment complexes. Illegal drugs are not permitted. Alcohol is not permitted in the apartments, patios, decks, cars, pool areas, or recreation facilities at any Sterling Village or The Falls locations or any part of the Neumont

University campus, with the exception of designated alcohol-permitted apartments. Alcohol paraphernalia, i.e. cans, bottles, etc., is also not allowed, with the exception of designated alcohol-permitted apartments.

Designated alcohol-permitted apartments in student housing are available on a limited basis. The student will have the option to indicate their preference of a designated alcohol-permitted apartment on their housing application. Students who move into these apartments are required to pay an extra \$100 damage deposit.

While underage guests are allowed in the legal alcohol apartments, no alcohol may be consumed while underage guests are present. If the designated alcohol-permitted apartment intends on having more than 10 guests over, the residents will need to apply for a permit. This can be done through a Student Services Coordinator.

Drug paraphernalia (any item whose intended use can be defined as drug paraphernalia) is strictly prohibited. Drug paraphernalia includes, but is not limited to, pipes, bongs, hookahs, and water-based smoking apparatuses, roach clips, scales, etc. Infractions of this policy will be dealt with in the form of judicial sanctions up to and including removal from the housing program or expulsion from Neumont University.

FAILURE TO COMPLY:

Students will comply with the instructions of Neumont University agents including RAs and Student Services personnel, as well as apartment complex personnel. Failure to comply will be considered a violation of the housing agreement.

EVICTION:

Neumont University, as well as the individual apartment complexes, reserve the right to evict residents for violation(s) of any University rules or regulations (see the “Student Code” in the *Student Handbook*). Students who evicted from their apartment by apartment complex management may or may not, at the discretion of Student Services, receive an alternate placement within the housing program. Students who are removed from housing or evicted will forfeit all deposits and rent for the remainder of the term.

GUESTS:

Residents are responsible for the behavior of their guests. Residents shall be liable for damages caused by themselves, their guests, or other occupants. All overnight guests must be approved by all roommates in the apartment. If any resident of the apartment does not approve of the guest, the guest may not stay. You may only have an overnight guest two nights per week. A week is defined as Monday through Sunday.

INTENT TO VACATE

When a student plans to vacate student housing, they are required to give 30 days notice (30 days prior to the end of the current term) to a Student Services Coordinator. This notice must be in writing; email is acceptable.

Please note that an “Intent to Vacate” notice is a commitment to leave housing. Students are strongly encouraged to ensure proper arrangements have been made at a new location prior to submitting the “Intent to Vacate” notice. Once this notification has been submitted to Student Services,

students are required to checkout of their apartment and the housing program no later than the first Monday after the last school day of the quarter.

The "Intent to Vacate" deadline is non-negotiable. Submission of an "Intent to Vacate" notice after the deadline, but before the end of the current term, will result in a \$500 Improper Checkout fee. This fee is non-negotiable. Students must move out of housing no later than the first Monday after the last school day of the term.

Students who submit an "Intent to Vacate" notice after the end of the current term will be charged housing fees for the next quarter. Students who withdraw from school at any point during a term are charged housing fees for the entire term.

KEYS:

Keys may not be loaned out. Residents are not allowed to make duplicate copies of keys. Do not add, change, or in any way alter any key or locking mechanism. A fee will be assessed for damaging, losing, or not returning a key during checkout. There will also be charges if keys are not turned in upon checkout. Currently, the amenity/pool key replacement cost is \$100. Garage door openers are \$50. Room and mail keys are \$25. Please safeguard your keys. These costs may change as these charges are originated by the apartment complexes themselves.

LATE PAYMENTS:

The Housing deposit and application fees are due prior to move-in. The entire quarter's rent will be added to the student's

Neumont University account the first week of each quarter, unless other arrangements are coordinated with Student Services prior to the move-in. In the event of alternate arrangements, housing fees are payable through Student Services at Neumont University and are due the first day of each term.

NOISE:

Neumont University Housing quiet hours are from 8:00 p.m. until 8:00 a.m., although individual complexes may have quiet hours that are in addition to the 12 hours listed above. All residents are responsible for maintaining 24-hour courtesy hours.

Residents shall not be disorderly, boisterous, or unlawful and shall not disturb the rights, comforts, or convenience of other persons in the apartment community at any time.

PARKING:

Parking is available at no cost but there is no guarantee of availability. Students park at their own risk.

PERFORMANCE AND PROHIBITED CONDUCT:

Students agree to comply with the terms of this agreement and all policy addendums submitted after the move-in date for which there is reasonable notice, and/or community regulations of the apartment complex in which you reside. You are responsible for knowing and observing the policies of the apartment complex as well as the policies set forth in this document and subsequent addendums.

PETS:

Fish are the only pets allowed in Neumont University Student Housing. Other non-mammalian aquarium-bound creatures without hair or fur may be approved on a case-by-case basis. If an unauthorized pet is found to be in an apartment, the occupants may be assessed fines up to \$1500 to cover the cost of replacing carpet in the entire apartment.

PORNOGRAPHY:

Residents may not possess or view pornography in any medium while in NU Housing, or on Sterling Village or The Falls property. Mediums include, but are not limited to, NU-issued laptops, personal computers, televisions, video equipment, publications, etc.

PRIVATE ROOM REQUESTS:

Student Services will make private room placements based on availability. Students will pay the pro-rated private room rate upon notification of a private opening. Requesting a private room does not guarantee private room placement. Students who request a private room will be placed on a waiting list according to deposit payment date.

RENTER'S INSURANCE:

Neumont University is not responsible for damage to residents' personal property for any reason. **Neumont University strongly recommends that residents purchase renters insurance.**

REPAIRS AND SERVICES:

All requests for repairs and service should be submitted to an RA or a Student Services Coordinator. Neumont University will contact the apartment complex and follow-up to ensure the maintenance issue has been resolved.

RESIDENT ASSISTANTS:

Neumont University has Resident Assistants (RAs) to assist you with your housing needs. Resident Assistants are fellow students who are hired to enforce policies, interact with the administration and the apartment complex, facilitate appropriate paperwork, and provide activity options for University housing students.

ROOMMATE AGREEMENTS:

Roommate agreements are written documents that outline each resident's expectations and general living guidelines. Student Services recommends that a roommate agreement is completed by every resident in an apartment whenever a new resident checks in. Student Services staff are available to assist students with this process. The goal of the Roommate Agreements is for everyone to reach a comfortable compromise in living conditions and to reduce or eliminate roommate conflicts down the line.

ROOMMATE DISPUTES:

If you have a conflict with a roommate that you cannot solve, please notify a Student Services Coordinator or an RA to schedule a roommate meeting or mediation.

SAFETY:

Your safety is of utmost concern to Neumont University. Smoke detectors are located in each apartment.

Neumont University recommends that you purchase a fire extinguisher. Do not block or obstruct sidewalks, steps, entrance halls, and stairs. Grilling with charcoal or wood on any deck or balcony is not permitted.

SMOKING:

Smoking is not permitted in the apartments. Smoking is permitted in designated areas at the apartment complex as long as it does not inconvenience roommates or neighbors and as long as all cigarette butts and other associated trash are not littered on the property. Smoking on the deck or balcony is not permitted.

TEMPORARY RESIDENCE:

It may become necessary to temporarily assign a student to a unit or a hotel for up to seven days. If permanent residence is not accessible within seven days of the start of the term, the student may cancel the Neumont University Housing Contract and receive a rent and security deposit refund.

TWELVE MONTH HOUSING COMMITMENT:

Your student housing agreement covers one calendar year. Residents must inform Student Services in writing of their intent to vacate their apartment 30 days prior to the end of the term. Students who vacate at times other than the end of the term will be responsible for the entire term's rent. Students who wish to terminate their

housing commitment prior one calendar year will forfeit their housing deposit.

UTILITIES:

Neumont Housing residents must properly dispose of garbage. Sterling Village residents must put their garbage receptacle out each Sunday evening and pick it up by Monday evening. Garbage receptacles left out after Monday evening will be confiscated by Sterling Village. Residents at The Falls should dispose of their trash in the dumpsters provided at the apartment.

Neumont University provides electricity, natural gas, trash collection (if in Sterling Village), and water/sewer utilities. NU students may make their own arrangements for internet, television, and telephone service. The cost of these services is not covered by the University. Neumont University has the right to invoice students for any utility costs considered excessive. Neumont University may choose to invoice the student and their roommates equally for utility costs exceeding \$175 per month per unit. This assessment will be added to the student's account at Neumont University.

WEAPONS:

Weapons are not allowed in Neumont housing. This weapons ban includes, but is not limited to, collector's knives and swords; guns, including paintball and air pressure guns; explosives; fireworks; and other items defined by the University as weapons. If you have questions about what constitutes a weapon, please contact your RA or Student Services.