

TITLE: MUW Faculty/Staff/Student Housing

AUTHOR: Vice President for Administration and Finance

EFFECTIVE: August, 1982

PURPOSE: To establish assignment priorities and operating procedures for the university apartments.

REVIEWER: Vice President for Administration and Finance

OPERATING DETAILS:

1. Priorities for Faculty/Staff Apartments and Houses:

First priority shall be given to new incoming faculty members and administrators, subject to approval of the President. Incoming faculty and administrators who have not been assigned an apartment by the end of the first semester hired will then revert to second priority among present faculty and administrators in order of their date of application.

Second priority shall be given to current faculty members and administrators.

Third priority in assignments will be afforded current staff employees.

2. Priorities for Student Apartments:

First priority shall be given to single parents who have legal full-time custody of a child or children who reside with them and who are enrolled full time. Priority will be given parents with a larger number of children residing with them.

Second priority shall be given to married students with spouses and children who reside with them and who are enrolled full time.

Third priority shall be given married students who are enrolled full time.

3. Upon assignment of an apartment each student shall deposit a fee of \$100.00 to be held by the Comptroller until the apartment is vacated. This deposit will be returned after all rental fees have been settled. In addition, rental fees will be paid one month in advance to the Comptroller, prorated during the first partial month and are due not later than the 10th of each month thereafter. Rental fees are due the

university by employee occupants and will be deducted from their salary; therefore, no deposit is required.

4. Should a student/employee tenant become delinquent in payment, it will automatically constitute a termination of lease agreement, and no further notice to quit the premises, written or otherwise, will be necessary between the parties.
5. Termination of student or employee status at MUW, for any reason, shall be deemed an automatic termination of apartment occupancy for the lessee. The lessee will have 30 days to vacate the apartment upon termination of student/employee status. Continued occupancy by students during the period of time between the end of the Spring semester and beginning of the Fall semester may continue upon the presentation of evidence of pre-registration for the Fall semester. This must be accomplished prior to the end of the Spring semester.