



POLICY

On-Campus Housing

Policy Administrator: Vice President, Student Affairs

Authority:

Effective Date: August 1, 1984; September 17, 2009; February 16, 2011

Index Cross-References: Procedure 3400: On-Campus Housing

Policy File Number: III-40

Approved By: Board of Trustees

POLICY:

A. Eligibility. All fulltime students are eligible to live on campus.

Employees of the college will be considered for on-campus housing only after students' requirements have been met. All housing will be made available to persons without regard to race, color, creed, national origin, handicap, sex or age.

B. Priority.

1. One thousand four hundred housing spaces are reserved for occupants renewing their leases from the preceding academic year who live beyond a straight line radius of 20 miles from the college. In the event that the demand for renewal housing spaces exceeds the amount of space available, renewal students, except those enrolled in the college's Educational Opportunity Fund Program, will be assigned a Waiting List number through a lottery held during the first week of May.
2. Six hundred thirty-nine spaces are reserved for students who have not previously lived in on-campus housing who live beyond a straight line radius of 20 miles from the college. Assignments within this category will be made on a first come, first served basis from the date of receipt of a student's housing application and reservation/damage deposit in accordance with the following Priority.
 - a. UP to 2 percent of available space is reserved for students with special needs (e.g. permanently disabled) provided they apply prior to the first of June.
 - b. UP to 3 percent of available space is reserved for freshmen scholars as identified by the institution.

- c. Up to 5 percent of available space is reserved for freshmen students who have participated in the college's summer Educational Opportunity Fund Program and, on a space available basis, new student athletes who have been recruited to meet the needs of the Office of Athletics and Recreation.
 - d. Full-time students.
 - e. Part-time students.
 - f. Employee.
- C. **Waiting List.** A waiting list priority for all those who do not obtain an on-campus housing assignment is as follows.
- 1. Renewal students who live beyond a straight line radius of 20 miles from the college that are placed on the waiting list were determined from the lottery held during the first week of May.
 - 2. All other students who live beyond a straight line radius of 20 miles from the college on a first come, first served basis from the date of receipt of their housing application and reservation/damage deposit.
 - 3. Renewal students who live within a 20 mile radius from the college that are placed on the waiting list were determined from the lottery held during the first week of April.
 - 4. All other students.
 - 5. Renewal students who failed to meet the prescribed date for the submission of their housing application.
 - 6. The college's waiting list is established during the first week of May. At this time those individuals who are placed on the waiting list will be given a specific waiting list number. On or about June 1 the waiting list is updated and those students covered in categories four and five who applied after the initial establishment of the Waiting list will be assigned a waiting list number. The same Procedure will apply when the waiting list is updated on July 15.
- D. **Leases/Contracts.** A lease or contract must be executed at the Housing Office prior to occupancy and be current as a condition of occupancy. The contract/lease period is for one academic year (September to May) unless otherwise stipulated. Voluntary withdrawal from college housing shall result in forfeiture of board/rent for the remainder of the appropriate term. Any withdrawal notice received after the end of the first term (i.e. during the winter break period between fall and spring term) be considered as being submitted during the second term.
- E. **Reservation Deposit.** A \$150 housing deposit fee must be received prior to the processing of the application for housing. This deposit is non refundable.
- F. **Rent Payment.** The initial rent payment is due in July and if a student cancels

his/her housing after making this payment/ deposit they will forfeit up to \$500.00 of this payment. Forfeiture will be as follows:

1. Cancellations within seven (7) days from initial Payment - \$200.00.
 2. Cancellations within fifteen (15) days from initial payment - \$300.00.
 3. Cancellations after fifteen (15) days from initial Payment - \$500.00.
- G. Occupancy. In conforming with New Jersey statutes, all occupants of an apartment unit or floor must be of the same sex, except for a married couple and their children occupying an apartment.
- H. Appeals. All appeals regarding the application of this policy must be submitted in writing to the Director of Residential Life and/or his designee, who shall review and render a decision on the appeal. Exception to institutional policies and procedures concerning housing shall be made only in extraordinary circumstances for unusually compelling reasons.