

Policy Title:	Family Housing
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Governing Body:	Southern Oregon University	Policy Number:	FAD.063 (573-071)
Policy Contact:	Director of Housing	Date Revised:	August 2016
Custodial Office:	Finance & Administration	Date Approved:	August 2016
Approved By:	President	Next Review:	August 2019
Related Policy:			

Revision History

Revision Number:	Change:	Date:
-	Initial version	February 1990
1	Revision	August 2016

A. Definitions

Division 71, 573-071-0010 Family Housing

The following words and phrases mean:

1. "Family Housing"- All housing and/or apartments operated by Southern Oregon University (SOU) which are rented specifically and only to those who qualify under these rules to rent such houses or apartments, and all grounds and buildings used by tenants and/or the Family Housing Office for the operation and administration of 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 Family Housing "Couples Affidavit."
3. "Student"- A person who has applied for admission to SOU and at the time he/she takes possession of the housing unit has been officially admitted to the university; who registers for and completes a minimum of eight academic credit hours each academic term; who meets the minimum qualifications for satisfactory academic progress as stated in the current University Catalogue; and who is enrolled in three of four academic terms each calendar year, one of which must be fall term.
4. "Graduate Student"- A person who has applied for admission to a graduate program or the 5th year teaching certification program at SOU and at the time he/she takes possession of the housing unit has been officially admitted to the university; who is making satisfactory progress toward being admitted into a specific graduate program; who registers for and completes a minimum of eight academic credit hours each academic term; who meets the minimum qualifications for satisfactory academic progress as stated in the

current University Catalogue; and who is enrolled in three of four academic terms each calendar year, one of which must be fall term.

5. Check-outs:

(a) Twenty-four hours prior to check-out, a student has the right to schedule a pre-check-out for assessment of cleaning fees and damages.

(b) Students have the option at check-out time to request two student members of the Advisory Committee be present.

6. Maintenance. Students may request a yearly maintenance inspection of their rental unit with a list of damage charges.

B. Policy Statement

A. Division 71, 573-071-0005 Family Housing Application Deposit

All students who apply for SOU 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 Family Housing Office shall have discretion to waive any fees based upon unusual circumstances.

B. Division 71, 573-071-0020 Qualifications for Family Housing

1. To qualify for family housing, an applicant must be a student at the university or a university faculty or staff member assigned to designated units that will be subject to property taxes to be paid by the tenant.

2. If the resident's student status or family status changes so that the resident is no longer eligible for family housing tenancy, the university will terminate tenancy by providing the tenant with 30 days' written notice of the intent to do so.

3. Household Composition and Qualification:

(a) First priority for family housing space is given to students with children, to students who are single parents with custody of minor children, to non-custodial parents with an established parenting plan. The spouse and/or child(ren) must reside with the student applicant at least 90 days in the year. Summer-only visitation is not considered a year-round need. Verification of regular residency by the child(ren) may be required.

(b) Second priority is given to couples without children. A "couple" is defined as two individuals of the opposite or same gender who live together in an intimate, long-term relationship of indefinite duration with an exclusive mutual commitment in which partners share the necessities of life and agree to be financially responsible for each other's welfare, including living expenses.

(c) A couple must satisfy the following conditions:

(A) Share the common necessities of life;

(B) Be at least eighteen years of age;

(C) Are not related by blood closer than would ban marriage in the State of Oregon;

(D) Are each other's sole partner and intend to remain so indefinitely; neither is legally married to another person;

(E) Must sign a "Couple's Affidavit" and place it on file in the Family Housing Office.

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

(A) 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;

(B) Have joint ownership of a motor vehicle that can be proven with the vehicle's registration certificate;

(C) Participate in joint banking and have bank statements to prove that they hold either a joint checking, savings, investment or credit card account;

(D) Have a current lease for a residence or have had within the past three years such as a lease which identified both partners as tenants;

(E) Both partners possess a legal and valid trust or will that names the other partner as the main benefactor.

4. No more than two adults may reside in each family housing rental premises without written permission from the Family Housing Office.

5. A limited number of single students may qualify for a studio or apartment on a space available basis. Selection priority for single students is in the following descending order:

(a) Students who have lived in SOU residence halls a minimum of five terms;

(b) Graduate students;

(c) Senior;

(d) Junior;

(e) Sophomore;

(f) Freshman.

6. Prior to signing the 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.

C. Division 71, 573-071-0040 Family Housing Office and Family Housing Advisory Committee

1. The Family Housing Office shall establish additional family housing policies, procedures and practices that may not conflict with SOU policies.

2. A Family Housing Advisory Committee shall be created to advise the Family Housing Office regarding policies, procedures and administration of family 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 five members of this committee shall be students, four of whom must be residents of family housing rental units;

(b) The Associate Director of Family Housing 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.

3. The Family Housing Advisory Committee shall provide advice in the following areas:

(a) Family housing policy and procedure formulation and implementation;

(b) Hear appeals of financial charges imposed upon residents by the Family Housing Office. Appeals will be administered by the Family Housing Office following the appropriate appeals procedures and using the appropriate appeals forms;

(c) Hear appeals regarding exceptions to policies and procedures based upon unusual circumstances.

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

C. Policy Consultation

Revisions to the text of the policy were posted for campus comment on August 24, 2016.

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.