The following policies have been developed to facilitate a safe and comfortable living and learning environment. Living in a residential community requires the cooperation and understanding of every individual. It is important to recognize your rights and responsibilities as well as to respect the rights of others. Concern, mutual respect, and maturity are basic to the development of a community that can assist you in your personal endeavors and achievements. It is expected that you will make a contribution to the development of this community. In turn, you may expect to acquire many benefits from this unique experience. In addition to these housing policies, you are responsible to abide by all University policies outlined in the Student Handbook. This Housing Handbook and the Student Handbook apply to on-campus housing as well as off-campus housing that is provided by the University or clinical rotation sites.

**ACTIVITIES**

The Resident Assistants, Manager of Residence Life, and the Office of Student Services work together to organize social and recreational activities for your enjoyment. We encourage you to get involved! Refer to your Housing Highlights for upcoming events!

**ALCOHOL & DRUG POLICY (See also the Student Handbook)**

The University’s policies on the possession and consumption of alcohol coincide with municipal ordinances and state and federal laws. For students of legal drinking age, the University does not restrict the possession or consumption of alcohol in a student’s private residence. However, open containers of any type of alcoholic beverage are not permitted in any public area outside of individual apartments, including hallways, parking lots, laundry areas, the clubhouse, the pool, picnic areas, the volleyball court, or courtyards.

All University officials, including residence life staff, will assist and cooperate with law enforcement personnel as they perform their duties in controlling the possession and use of illegal substances on campus. Students convicted of violations of state or federal laws are subject to further disciplinary action by the University.

**ANTENNAS AND OTHER REGULATIONS**

Radio and TV antennas that must be fastened to the outside of the building, in any way, are prohibited. The installation or replacement of any equipment, materials, etc. outside of the room, which may be deemed unsightly, dangerous, or otherwise undesirable by Housing Officials (e.g., outside aerials and clothes lines) is prohibited.

**APARTMENT AGREEMENT INFORMATION**

Residents are required to sign a housing agreement each year to reserve an on-campus apartment. The housing agreement is binding for the entire academic year. This agreement may not be canceled while the student is enrolled at the University. Cancellation of this agreement, for any reason other than academic dismissal, after the commencement date of the agreement will require the student to be responsible for paying a $300 fee or you may be responsible for the apartment rate for the entire academic year. This requirement has been developed because the University only assigns on-campus housing to registered students. Vacancies that occur during the academic year
cannot be filled. Students who cancel their agreement during the academic year are held responsible for the entire rent amount since it cannot be collected from a new tenant.

All appeals regarding the cancellation process should be directed to the Manager of Residence Life. A committee composed of University staff members will consider each appeal. Students considering an appeal should be aware that appeals will only be granted for unusual or extreme circumstances. Documentation supporting the rationale for cancellation (i.e., financial statements, medical excuses from your physician, etc...) must be attached to this form. All appeals regarding the cancellation process should be directed to the Manager of Residence Life.

Apartments and housing facilities are for student housing residents only. The Club House may be used by housing residents for events, but cannot be done without prior approval of the Manager of Residence Life.

APARTMENT ASSIGNMENTS

Returning students have preference in selecting their current apartment or another apartment during the Winter/Spring Re-application Process, generally held in March. New students may indicate an apartment preference on their application. Assignments are made on a first-come-first-serve basis, based on the date the initial housing applications and deposits are received. Every attempt is made to honor student requests for special living options, specific roommates, or assignments. The Residence Life staff reserves the right to initiate a room change to accommodate a student with a disability in an adapted room. Renewal of the housing contract is not guaranteed and may be at the discretion of the Dean of Students.

Assignment changes are generally only granted in extreme circumstances, when all other points of resolution have been exhausted. Please see the Manager of Residence Life to request an assignment change. Under no circumstances are students allowed to change their assignments without prior approval.

A change in a room assignment may be required when vacancies occur in a double room. If directed by the University, the remaining resident must consolidate with another resident. Refusal by the remaining resident to consolidate will result in an increased rate from a single occupancy to a double occupancy.

If a student refuses to accept the occupancy of an assigned roommate for a double occupancy apartment, he/she will be subject to disciplinary action that may include relocation, fines, being charged additional rent, and/or termination of their housing agreement.

BICYCLES

Bicycles may be stored in student rooms, but may not be left in corridors or other public areas. Racks are provided for parking and securing bicycles outside the building. Bicycles may not be attached to trees, buildings, handrails, or left in such a manner as to block or obstruct exits. The University is not liable for the damage to or for the theft of a student’s bicycle.
**BULLETIN BOARDS**
The material presented on the bulletin boards in the clubhouse and laundry room areas is designed to provide you with campus information. Notices posted on these bulletin boards are posted not only to keep you up to date on what is happening on campus, but also to keep you informed about on-campus housing notices concerning rules, procedures and important dates. Please read these materials frequently. Students who wish to post personal notices (For Sale ads, etc.) must see Student Services for approval prior to posting.

**CANDLES & OTHER FLAMMABLES**
As a fire safety measure, candles, incense, oil lamps, and flammable liquids are not allowed in on-campus apartments. Candles left unattended can be responsible for residence hall fires. Students violating this policy will be subject to disciplinary sanctions.

**CARPET CLEANING**
The carpets in each apartment are professionally cleaned after a student vacates an apartment and prior to a student moving into a previously vacated apartment. Vacuum cleaners and carpet cleaners are available from the Housing Office. Residents are responsible for keeping their carpets clean. Residents may be charged for excessive damage/cleaning costs or replacement costs.

**CHANGE OF ADDRESS**
Students who move off-campus must file their new address with the Housing Office and also make a request to change their address with the local postal office. Students are also required to make the change of address on-line with the University Registrar office.

**CHECK-OUT PROCEDURES**
There are a number of steps to follow to help you check out properly, quickly and efficiently. These steps will also help eliminate or minimize any charges.

- Establish a check-out time with the Manager of Residence Life at least 72 hours before your expected move out date.
- Thoroughly clean your apartment.
- All personal belongs must be out of your room before you have the Manager of Residence Life or an RA inspect it at check-out. Remember to remove your items from and clean your storage unit as well.
- Check over your inventory sheet with an RA and sign it in the space provided for checking out. Give your room key (and your apartment mailbox key) to the RA or to the Housing Manager. If you do not return your key, you will be billed $25 for the cost of replacing the key.
- Failure to properly check-out of your residence will result in a $25 fine.
- Hours for check-out are from 8am to 8pm only.
CLUBHOUSE POLICIES
The clubhouse is for resident recreational use. A resident must accompany guests at all times. Children must be supervised by a resident. Alcohol is not permitted in the clubhouse without prior approval from the Dean of Students. Residents responsible for damages will be held monetarily accountable and may lose Clubhouse privileges. Please use appliances and equipment in the proper manner and clean them afterward. All clubhouse equipment and appliances must remain in the clubhouse at all times. Do not store your personal food or belongings in the clubhouse.

CLUBHOUSE RESERVATIONS
Residents may reserve the clubhouse for social or educational gatherings with the approval of the Manager of Residence Life. The resident who makes the reservation is responsible for any damages to the clubhouse building and/or furnishings that occur and will be responsible to pay all repair and/or replacement costs. The resident is also responsible to remove all food, personal equipment, and trash and replace the furniture to the standard setup before leaving the clubhouse.

COMPLIANCE WITH UNIVERSITY OFFICIALS
Intentionally furnishing false information to University officials or the failure to comply with the direction of any University official, including Security Officers, RAs and other University staff, is prohibited.

CONSTRUCTION
We are a growing campus and are often undergoing new construction. Construction noise is a concern for every student, so the university will work with contractors in order to try to minimize noise concerns by starting and ending at reasonable hours each day. All questions or concerns about construction issues should be directed to the Manager of Residence Life or the Dean of Students.

COVERED PARKING
Covered parking is available on a first-come, first-serve basis. Covered parking spots are only assigned during move-in day. The covered parking fee is $30 per quarter on a three or four quarter contract, whereas it is $45 per quarter if only needed for one or two quarters during the year. The fee will be added to the student’s account through the financial aid office. The fee cannot be prorated.

DAMAGES
Each resident is responsible for any damages that occur in their on-campus apartment during their occupancy and is required to pay all repair costs. In cases where damages are the result of vandalism the individual responsible must not only pay for all necessary repairs, but may also face disciplinary actions. Apartment Condition Reports are completed by the Residence Life staff and the resident at the time of occupancy, to record any damaged item within the unit. At the time of checkout, the apartment is again inspected for damages. Any difference in reports will result in the assessment of damage charges to the resident.

ABANDONED PROPERTY: The University will not be liable for property left in the building after the student vacates or is expected to vacate at the termination of a contract. Residents must remove all personal property and possessions from the residence within 48 hours of withdrawing from the University or upon termination of their housing contract. The student grants the University the right
to dispose of any property left by the student after the student vacates the premises and understands that he/she may be charged for storage and disposal costs incurred by the University.

**DECORATING**

Pictures may be displayed on the walls by using small nails, thumbtacks, removable putty, but NOT adhesive tape that will damage the surfaces of your apartment. Residents may not add any permanent fixtures or wallpaper to their apartments. Residents may not paint, change or remove carpet, counter tops, doors, etc. All decorations must be fire-safe. The apartment must be in the same condition at the time of check-out as it was when the resident first took occupancy. If you need assistance in safely mounting items to your walls, please call the Housing Office.

**DISCIPLINARY PROCEDURES**

The Residence Life staff is charged with enforcing and upholding housing policies. Students who are found to be in violation of any residence hall policy or procedure will be referred to the Manager of Residence Life and the Dean of Students for possible disciplinary action in accordance with the Student Handbook.

**EMERGENCY EQUIPMENT POLICY**

Tampering, damaging, or inhibiting the use of emergency equipment in any residence hall is expressly prohibited. Residents may not use emergency equipment for any purpose other than emergency use. This includes the fire extinguisher, heat and smoke detectors, fire hose or water lines. Fire doors must remain closed and exit lights or electrical panels are not to be altered.

Violations of this policy are considered serious infractions and may result in disciplinary actions.

**EMERGENCY ISSUES**

In cases of an emergency, contact 911 and Security, if at all possible, at 623-572-3201 or just 3201 from the landline in your apartment.

**ENTRY OF APARTMENTS**

The University recognizes that the privacy of a student’s apartment should be respected. However, the University reserves the right to enter rooms for inspection or maintenance purposes at reasonable times, preferably, but not limited to when the student is present, or at posted inspection times.

Also upon approval from designated University officers, an apartment may be entered to investigate when reasonable cause exists to believe a violation of University rules and regulations is occurring or has occurred.

The following guidelines will be used by staff for room entry and room search:

- **A.** No apartment will be entered without knocking/ringing the doorbell. Students will be given ample time to respond.
- **B.** Authorized personnel will enter the apartments with another member of the University staff, typically security, maintenance or someone from the Dean of Students Office.
C. If authorized personnel must gain access to a student’s room when he/she is not present, the student will be notified by email or a written notice upon their return.

D. Non-University personnel contracted to perform maintenance, repair, or other services on behalf of the University or resident may enter a room after first checking with the Manager of Residence Life.

E. Students living in an animal-friendly unit must be present during a maintenance repair. All appointments and arrangements must be made with the Manager of Residence Life. Stickers indicating an animal resides in an apartment will be placed on the window of the apartment next to the front door by the Housing Manager. These stickers let maintenance personnel know there may be an animal present and must not be removed.

**FALSE FIRE ALARM POLICY**

Any student who tampers with or causes to malfunction any fire safety equipment (i.e., extinguishers pull stations, horns, alarms, exit signs, smoke detectors) is violating Arizona State law as well as University policy. Violators of this policy will be subject to criminal prosecution, disciplinary action, and the cancellation of their on-campus housing contract.

**FINALS WEEK QUIET HOURS**

Residents are from a variety of different colleges and programs and may complete final exams at slightly different times during finals week at the end of each quarter. Students need to abide by the noise policy at all times (see below). In addition, a 24 hour quiet period is implemented during finals week each quarter.

**FIRE EVACUATION PROCEDURES**

*Participation in fire drill* or real emergencies is mandatory by University policy and Arizona State law. At the signal of a fire alarm or smoke detector, everyone in the building or area is to leave IMMEDIATELY in an orderly manner. A student’s full cooperation in the evacuation is required. Any student who fails to evacuate during a fire alarm will be subject to action by local authorities as well as disciplinary sanctions.

A. If smoke or an actual fire is seen within the on-campus housing facilities, pull the nearest fire alarm and/or immediately call 911. Give the requested information including your name, the name of the building, the floor number or area of the building and the circumstances surrounding the incident. If the fire is in a room, leave the room immediately and close the door. Pull the nearest fire alarm and evacuate the building immediately. Provide the necessary information to a residence hall staff member and/or call 911 and Security at 623-572-3201.

B. Residents and their guests must evacuate the building any time a fire alarm sounds. Move to at least 100 yards from the building and away from any fire lane.

C. In most circumstances the fire alarm will sound once a fire/smoke is detected, however, if you see a fire immediately dial 911 or Security at 3201. Once the fire alarm is sounded you MUST evacuate the housing complex immediately. The Residence Life Staff and Midwestern University Security will be on site to assist in any evacuation procedures. **Residents living in Buildings A-D will be directed north of the fire lane by the Clubhouse; Residents living in Buildings E-L will be directed to go to the grassy area behind the**
Clubhouse. Residents living in buildings M-Q will be directed to the north side parking lot by the freeway as well as the clubhouse area.

Please follow instructions of Midwestern University staff and Security during any evacuation and stay clear of the fire lanes.

Students that have a spouse and/or children living in the apartments, it is your responsibility to inform them of these procedures as well.

D. USE THE DESIGNATED STAIR WELL TO EVACUATE THE BUILDING. IN CASE THERE IS SMOKE/FIRE IN THE DESIGNATED STAIRWELL, EVACUATE THROUGH AN ALTERNATE STAIRWELL. LOOK FOR SIGNS IN THE STAIRWELL FOR THE NEAREST ALTERNATE STAIRWELL.

If a fire alarms sounds for evacuation while you are in a room, first check the door. If the door is hot to the touch- DO NOT OPEN IT. If the hallways are filled with smoke and/or flames, stay in the room with the door closed. Seal spaces around the door with towels or sheets to keep smoke from entering the room. If smoke does enter the room, open one window slightly. Under these conditions only, hang something noticeable out of the window such as a towel or sheet. The screen may be removed to indicate your location to the Fire Department personnel. If a window cannot be opened, or if there are no windows, remain close to the door. The best breathing air will be in the 18 inches above the floor. Never break a window unless it is absolutely necessary for your survival.

E. It is the Resident Assistant’s responsibility to inform the student of these procedure at the first Floor meeting and to answer any questions students have about evacuating the building. It is not the RA’s responsibility to knock on the doors and ensure that everyone has evacuated. Resident Assistants are to assist the fire department with crowd control and other duties as assigned. Students are encouraged to immediately seek out a member of the residence life staff should they have any questions.

F. In the event that a student becomes temporarily disabled and is not able to follow proper Evacuation procedures, he/she should contact the Office of Residence Life so preparations can be made to help the student evacuate the building should a fire occur.

G. Students will be held responsible for University and on-campus housing policies during the Evacuation. Disciplinary action may result if a student does not abide by these policies while exiting or re-entering the building or while waiting in a designated location to be readmitted to the building.

**FIREARMS & FIREWORKS**

Possession of firearms, ammunition, (including BB guns and pellet guns), fireworks, explosives, knives, or any weapon that can be used to inflict injury are prohibited. Disciplinary action, including suspension from the University and/or eviction from on-campus housing, may be imposed on individuals who violate this policy.

The use of fireworks is dangerous and constitutes a serious fire hazard. Therefore, possession and/or use of fireworks are prohibited in the on-campus housing facilities. The university assumes that
possession of fireworks implies intent to use them. The use of fireworks is dangerous and constitutes a serious fire hazard. Consequently, the penalties for possession and/or use of fireworks may be severe.

**GUESTS**

Residents are responsible for the behavior and actions of their guests. Guests must comply with all University housing policies and procedures. Overnight guests are permitted with the consent of the roommate. Long-term guests are not permitted without the prior approval of the Manager of Residence Life.

**HOUSING RATES**

Fees for campus housing are billed quarterly and are due at the same time as tuition and fees. Rates are based on the type of unit and the number of students occupying the unit. Rates are subject to change at the start of the new academic year.

**INSURANCE (PERSONAL PROPERTY)**

The University is not responsible for loss or damage to personal belongings. The University shall assume no responsibility for the theft, destruction or loss of money, valuables or other personal property belonging to, or in the custody of the student. Students are encouraged to carry personal property insurance.

**KEEPING THE APARTMENT CLEAN**

It’s the student’s responsibility to keep his/her apartment clean. Security deposits can be retained by the University and added fees can be charged to the student for excessive cleaning costs.

**KEYS**

Each resident is issued an apartment key and mailbox key at check-in. The apartment key also allows residents access to the laundry facilities and the pool. These keys are the property of the University and must be returned at check-out. If a key is lost, the resident will be assessed a $25 fee for each key that must be replaced.

Residents are **not permitted** to duplicate or loan out their keys. Residents are not permitted to change the locks in or add additional locks to the apartments without the approval of the Manager of Residence Life. Failure to gain approval will result in disciplinary action and replacement of the lock at the resident’s expense.

If you are locked out of your apartment after office hours, you may call the RA on-call at (480-258-3247). If you lose your key, please contact the Housing Office as soon as possible.
**LAUNDRY FACILITIES**
The housing complex has four card-operated laundry facilities for your convenience in the following locations:

- Building C, by the pool
- Building D, by the pool
- Building E, 2nd floor west side
- Building F, 2nd floor east side
- Building G, 2nd floor west side
- Building H, 2nd floor east side

**LOST & FOUND**
Items found within the housing complex can be turned in to the Housing Office.

**MAIL**
Each resident is assigned a mailbox at check-in. U.S.P.S mail is delivered to this mailbox apartment number.

**MAINTENANCE REQUESTS**
Maintenance problems within your apartment should be reported to the Housing Office directly at 3848 or by e-mail jponce@midwestern.edu or AZRESLIFE@midwestern.edu. Emergency problems will be handled immediately. For regular work orders, please allow at least one day and make sure you report the problem to the Housing Office as soon as possible.

Routine problems are turned in to the campus facilities staff as soon as possible. For emergency work orders or problems of an urgent nature that occur after normal business hours (from 5pm to 8am during the week and during the weekend), please call the Resident Assistant at 480-258-3247. If there is no response, call Security at ext. 3201. Campus facilities staff is available 24 hours a day, seven days a week. Please note: Once a work order has been generated, Campus Facilities has the authority to enter a student’s room/apartment for repair purposes. Every attempt will be made to give 24 hours noticed for any routine maintenance or non-emergency repair. Students that live in a pet-friendly unit must be present during the repair.

**SERVICE Interruptions:** The University will not be liable for any interruption in service (including air conditioning, electricity, Internet access, cable, phone service, etc.) resulting from causes beyond its control, and such interruptions will not relieve the student, in whole or in part, from the obligation of his/her housing contract.

**NOISE**
At all times you are expected to be courteous of others in monitoring your noise level and in responding to requests to lower the noise level. Please remember that at any given time, someone is studying. Be considerate of different study and exam schedules and maintain a noise level that does not reach beyond your apartment. The Residence Life staff is committed to creating and maintaining an environment within the housing complex that allows for a reasonable degree of order and a maximum degree of personal freedom and privacy. You may be asked at times by other residents or staff to compromise by adjusting the sound/noise level in your room to reduce the disturbance to
others around you. Residents who infringe on the rights of others to sleep and study will be referred to the Manager of Residence Life or to the Dean of Students.

**NOXIOUS ODOR POLICY**
A noxious odor is ANY aroma of such intensity that it becomes apparent to others. Any odor can become noxious or offensive when it is too strong. When a noxious odor can be localized to a particular apartment, the resident(s) and/or guests of that room will be asked to minimize the odor and may be in violation of on-campus housing policy.

**OFFICE HOURS (HOUSING MANAGER) AND PHONE NUMBER**
Students can contact the office by phone at 623-572-3848. The Manager of Residence Life has two offices on campus in order to better facilitate his accessibility to housing residents. There is an office located in the Cactus Clubhouse. Hours are from 8:00am to 9:30am and 3:00pm to 5:00pm.
The second office is located in Student Services Barrel II. Hours are from 9:30am to 12:30pm and 1:30pm to 3:00pm.
Be advised that when dialing the phone, it rings at both offices.

**PACKAGES**
Packages are delivered to the on-campus mail room daily (Monday - Friday) between 10am to 1pm by UPS or FEDEX.
- Between 3pm and 4:30pm the mail room delivers all the packages to the office at the clubhouse.
- A work study student is available in the Clubhouse during the week for you to pick up your package(s) from 5pm to 11pm. On the weekends packages can be picked up from 11am to 11pm in the Clubhouse.
- Students will be notified by email after 5pm to come to the Clubhouse and pick up the package(s).
- Please make sure to track your packages to ensure the package has been delivered and signed off by the mail room personnel.
- Any package delivered by USPS will be put in the mail box assigned to each apartment. If the package is too big, USPS will leave a key in your mail box for you to access bigger packages. The key left in your mail box will have a tag with the number indicating which box to open. After opening the box and retrieving your package; please leave the key attached to the box.

**PARKING**
All residents must register their vehicles online either prior to or during the New Student Orientation. Residential parking decals for covered parking will be issued at the time of check-in or when a parking space is purchased. Residents are allotted one parking space at no added cost. However, covered parking spaces need to be requested and purchased. Boats, RVs and inoperable vehicles are not permitted. Only residents are permitted to park in campus housing parking lots.

A limited number of covered parking spaces are available for a small monthly fee. You may reserve a space from the Housing Office during move in day.
Students who park in loading zones, fire lanes, sidewalks, surrounding fields or covered parking spaces will be subject to the following monetary fines:

- **First Ticket:** $10
- **Second Ticket:** $25
- **Third Ticket:** $50

Any subsequent violations may result in the vehicle being towed at the owner’s expense.

**PER DIEM RATES 2014/2015 ACADEMIC YEAR**

Per diem rates are available for contract extensions/modifications. See the Manager of Residence Life for details.

**PET/ANIMAL POLICY**

For reasons of health and sanitation, animals are not permitted in on-campus housing in buildings E-Q. Small fish kept in a small aquarium are the only exception to this regulation. Multiple aquariums are not permitted. Any resident found in violation of this policy will be subject to disciplinary action and could be evicted from their on-campus apartment.

Permission to have a pet in a MWU apartment building must be requested through the Midwestern University Residence Life Housing Office - Glendale Campus, which has total discretion in the handling of such requests. Only apartments in buildings A, B, C, and D are designated as Animal Friendly Apartments. Apartments in buildings E, F, G, H, J, K, L, M, N, P, and Q are designated as Animal Free Apartments and, as such, any requests to have a pet in these apartments will not be granted.

Residents requesting to have a pet in an approved MWU apartment must submit a written request to the Residence Life Housing Office and must sign the animal agreement prior to moving on campus/obtaining an animal. Failure to obtain prior written consent to have an animal in a MWU apartment and submit a signed animal agreement may result in disciplinary action as well as the possibility of being evicted.

If having an animal is approved, the resident must provide proof of the animal’s current vaccinations to be kept on file in the Residence Life Office.

**Deposits and Fees:**

- **Animal fee:** No additional fee is required, but the student will be responsible for any damages to the apartment caused by the animal(s).
- **Security deposit:** A refundable $300 security deposit is also required when you apply for housing. The refundable security deposit may be used to cover the cost(s) of fumigation, cleaning, and/or repair of damages caused by the animal or the student. Whether the security deposit is refunded is at the discretion of Midwestern University.
- **Should fumigation, cleaning, repairs, or replacement costs exceed the deposits associated with the animal and the apartment, the balance due will be applied to the student’s account.**
All approved animals must be housed inside the resident’s apartment. At no time will animals be allowed outside unattended, including balconies/patios, hallways, or any common areas. Birds shall be maintained in appropriately constructed cages at all times.

Animals going into and out of apartments must be on a leash and under the resident’s control. Animals may not be taken off leash on any University property, including, but not limited to, the main campus, clubhouse, laundry rooms, outdoor areas, etc.

Animals shall not be left alone for extended periods of time in any apartment. In the event it is learned that an animal has been abandoned in an apartment for an extended period (e.g., due to vacation, illness, or other absence) and is not being properly cared for, the University shall attempt to contact the resident to remove the animal. If this is not successful, the University in its discretion may allow access to the apartment to have the animal removed to an appropriate animal shelter. All such actions taken shall be recorded in the resident’s file and all costs incurred will be billed to the resident’s student account.

Resident is responsible for ensuring his/her animal(s) do not make loud noises, disturb, annoy, or cause any nuisance to neighbors, or other members of the campus or community. A resident who fails to remedy the situation after 1 warning will receive a 30 day notice to remove the animal from the premises. If the animal is not removed, the resident will be subject to disciplinary action and may be evicted.

Resident must be present for all routine or requested maintenance work or have the animal appropriately secured (e.g., kennel or gate) while University staff is working in the apartment. Also, the presence of a pet may not interfere with routine “Pest Control Treatment” of apartments.

Visitors and guests are not allowed to bring any animals on or about the premises or grounds unless permission has been granted in writing in advance by the Residence Life Pet Committee or a designee.

Living spaces where animals are housed must be kept clean, safe, and free of parasites, including but not limited to fleas.

All animals must be maintained in accordance with applicable state and local laws. Dogs and cats must wear current vaccination and identification tags at all times.

Resident is fully and solely responsible for the disposal of their animal’s waste, both inside and outside the apartment. It is the resident's responsibility to shovel feces from University grounds, dispose of in a plastic bag, and place that bag in the garbage dumpsters. Cat owners must place soiled cat litter in tied plastics bags and dispose of bags in garbage dumpsters. Failure to pick up pet waste in common areas will result in a $25 pet waste removal charge per occurrence and possible disciplinary action.

If the University, in its sole discretion, determines that the presence of an animal constitutes a risk in any way, including to any person or property, or if the animal attacks, bites, or behaves in an aggressive or threatening manner, the animal is subject to immediate removal from the MWU property. The resident will be in breach of the terms and conditions of this agreement and will be subject to a fine of $50 per day until the animal is removed, as well as possible disciplinary action. If the animal is not promptly removed, the resident may also be required to vacate Midwestern University’s housing and forfeits any all paid rent, fees, costs, and deposits.
RECYCLING
Midwestern University promotes an atmosphere where students are encouraged to recycle. Receptacles for recycling paper and aluminum cans are available in the Clubhouse as well as a recycle bin located in each apartment. Three large recycling containers are available at the ends of the parking lots in housing: one is located on the north side of campus between buildings K and L; a second is located on the west side by buildings C and E; and a third is located on the southwest corner by building Q.

RESIDENT ASSISTANTS
Resident Assistants are students employed by the Office of Residence Life to serve as a link between our office and all residents. RAs perform many functions such as being resources for referrals, advisors, mediators, keeping residents well informed, programming, providing leadership, planning activities, and enforcing housing and University policies. RAs are responsible for the building they reside in, along with the residents in that building. RAs receive a decrease in rent expenses for their services. The RA on-call can be contacted between 5:00 PM and 8:00 AM Monday through Friday, and 24/7 during the weekends, cell # (480-258-3247). You can call or text the number.

Applications for being an RA are accepted during the spring quarter and are reviewed by the Manager of Residence Life along with all of the current RAs and the Office of the Dean/Associate Dean of Students. The RA application process is an annual process for both continuing RAs as well as new applicants – new applications must be submitted each year. RAs should have experience at managing or dealing with housing related issues. RAs are required to be on campus and available 5pm to 8am Monday-Friday and 24/7 on weekends when on call. RAs are typically not first year students and must reside on campus for the duration of their RA term. Having clinical rotations that interfere with this requirement disqualifies a student to be an RA. RAs must also be in good academic and professional standing.

ROOMMATE BILL OF RIGHTS
The following Bill of Rights is a reminder to each resident of his/her responsibility to his/her roommate.
Your enjoyment of life in the on campus apartments will depend, to a large extent, on the thoughtful consideration that you demonstrate for each other. If you are having difficulty with your roommate, contact your RA or the Manager of Residence Life immediately. Your rights as a roommate are:

- The right to read and study free from undue interference, unreasonable noise and other disturbances inhibiting the exercise of these rights.
- The right to sleep without undue disturbance from noise, guests of roommate(s), etc.
- The right to expect that a roommate will respect one’s personal belongings.
- The right to a clean environment in which to live.
- The right to freely access one’s room and facilities without pressure from a roommate.
- The right to privacy.
- The right to host guests.
- The right to address grievances.
- The right to be free from fear of intimidation, physical and/or emotional harm.
- The right to expect reasonable cooperation and use of “apartment shared” appliances (telephone, refrigerator, etc.) and a commitment to honor agreed upon payment procedures (utilities).
ROOMATE CONFLICTS
Please be advised that in any case involving roommate issues the University will work to find a solution to any roommate issues. We may recommend for you to talk to a counselor if necessary and no roommate will be forced to move out of the apartment before any resolutions are negotiated and put in place. The roommate bill of rights serves as an agreement between roommates and to establish a means of communication, in order to minimize and avoid misunderstandings or conflicts.

SECURITY
Campus Security is available 24 hours a day, 7 days a week. In emergency situations, contact Security directly at ext. 3201 or 3204. The RA on-duty should also be contacted at (480-258-3247). Escorts to and from your car can also be arranged with Security should you need any assistance.

SECURITY DEPOSIT
A one-time, $300.00 security deposit must be submitted when applying for campus housing. The $300 deposit security deposit serves as a reservation and damage deposit once the student takes occupancy. The deposit will be refunded in full at the end of the agreement period, provided no damage or cleaning fees are assessed at the time of check-out. Any outstanding charges will be deducted from the deposit. Additional charges, over and above the deposit amount will be billed to the student if deemed appropriate to repair or replace any damaged items in the apartment. Please be advised that once an apartment is assigned to you and then you decide to withdraw your application, you will automatically forfeit the $300 security/application deposit.

SMOKING & CHEWING TOBACCO
Smoking is not permitted in the apartments or on the patios. Please refrain from smoking near entrances to individual apartments and public areas. Please dispose of cigarette or cigar butts appropriately and you must keep a 30 feet distance from buildings and public areas, walkways and entrances when smoking outdoors. Violators of this policy will be subject to disciplinary action. Chewing tobacco and spitting are not permitted in the public areas of the apartment complex.

STORAGE ROOMS
Apartments in buildings E-Q are provided a storage unit. These storage units are located outside the patio of each apartment. You are responsible for securing your personal belongings in these storage rooms. Items placed in an unassigned area outside the apartment will be disposed of at the discretion of the Manager of Residence Life. **Summer Storage is not available on campus.**

SUBLEASING
Apartments and housing facilities are for student housing residents only
Sub-leasing the apartment to another non-resident student or a non-student in prohibited.
Subleasing the apartment is a violation of the housing agreement. Is such a violation occurs, you will be held liable for any damages caused to the apartment.
Sanctions will be imposed such as monetary fines, and possible eviction.
TELEPHONE SERVICE
Only Local telephone service is available in each apartment. Residents may access local services by dialing 8+ the telephone number. Other apartments and University offices can be contacted by dialing the last four digits of the telephone number. Long distance service may not be installed on the individual apartment phone numbers because they are part of the campus telephone system. There are no limitations in in-coming long distance phone calls.

TELEVISION AND CABLE SERVICE
Cable television service is available in each apartment in buildings A-L. Residents must provide their own TV. Basic service is provided free of charge. Please refer to channel 2 for a directory of available stations. Buildings, M-Q must contact the local provider Century Link for service. The Century Link service number is 623-776-0287.

THEFT
If you believe you have been a victim of a theft, notify Campus Security immediately. It is also important to inform your RA of the situation or the Manager of Residence Life. When reporting a theft, be very specific in regards to date, time and location of the theft. An incident report will be generated by Security and kept on file.

TRASH DISPOSAL
Trash receptacles are located by Building B (SE Corner), Building C (West), Building H, F, and L (NE Corner by building L), Building G, J (West), building K (NE corner), Buildings M-Q (SW corner by building Q and also NE corner by building M as well as the East side of building M). Residents must dispose of their trash in these receptacles. Do not leave trash in public areas, hallways, and courtyards or outside of the apartments. If you leave garbage in the mentioned areas you will be subject to disciplinary action.

TRESPASSING/UNAUTHORIZED ENTRY
Any resident or student who enters into a restricted area on campus without authorization will be subject to disciplinary sanctions. This includes, but is not limited to, uninvited entry into another student’s apartment.

UNIVERSITY AND STUDENT RESPONSIBILITIES
Check-In/Check-Out: An official check-in and check-out must be completed by the student and the residence staff. A check-in consists of completing a Room Condition Report and being issued keys by the residence staff. A check-out consists of completing a Room Condition Report and returning keys to the residence staff. Improper completion of either check-in or check-out will result in an administrative charge of up to $25. Also, additional damages to the apartment will result in additional charges for repairs or replacement items. Repairs for such items as carpets, doors, walls, bathroom fixtures, sinks/tubs, stove/ovens, refrigerator, microwaves, washers/dryers will be assessed and charged to the resident.
**UTILITIES**
The electricity is on in each apartment. Within 3 days of occupying the apartment, residents are responsible for calling APS at (602) 371-7171, to transfer the account for that apartment into their name. Residents are not permitted to transfer the account back to Midwestern University until they vacate the apartment permanently. A $10 fee will be assessed to the student’s account each month that the APS account remains in Midwestern University’s name after the apartment is occupied. If you fail to transfer the account to your name after 3 days of occupancy, your service may be disconnected.

**VOICE MAIL**
The voice mail system is available in buildings A-H through the landline phone that is provided. Instructions on how the system works will be handed out to students during check-in. The voicemail system allows you to retrieve your messages from both on-campus and off-campus phones. If you have an answering machine and do not wish to use your voicemail, please set your answering machine to pick up calls after two or three rings. (Voicemail will pick up after four rings). You can retrieve your voice mail by dialing 3240 from the same phone or 623-572-3240 from an off-campus phone.

**WINDOW/PATIO POLICY**
Apartment residents may not remove the screens from their apartment windows and should not lean against any screen/window/patio door or lean over any patio railing as a safety precaution.