Student Housing Policy
2014-2015

This booklet contains information and guidelines on applying for and living in student housing at Andover Newton Theological School during the **2014-2015 academic year.** All students should read it carefully before applying for campus housing. Applications are available in the Housing Office, Worcester Hall 101, and on the Andover Newton website, http://www.ants.edu/housing-and-board.

Andover Newton does not discriminate on the basis of race, color, gender, sexual preference, gender identity, age, marital status, religious belief, national origin, veteran status or disability. Qualified applicants are not discriminated against in the housing process, procedures, assignments or any aspect of housing provisions.

Respecting each other in our common life together while living on campus is essential to creating a positive community experience for everyone. Therefore, as participants in the residence life at Andover Newton, students understand that they are required to abide by the housing policies and regulations contained herein. Furthermore, all students living in Andover Newton housing are expected to abide by the school's *Core Values*, which are available on line at: http://www.ants.edu/studenthandbook/school-policies/core-values/. Students who fail to follow the school's policies and/or core values will lose their housing privileges. Any behavior of a threatening or violent nature will not be tolerated and could be grounds for immediate dismissal from housing, as adjudicated by the Director of Student Life Director of Student Life and Director of Housing and Events. Normally, if a student is asked to leave housing he/she will be given 30-days' notice. However, if a student is a threat to others he/she could be asked to vacate housing immediately.

These policies are the result of conversations with and feedback from the Student Association, Residence Representatives, current students, the Director of Student Life and the Director of Housing. These policies, as adopted by the administration of the school, are implemented cooperatively by the offices of the Director of Student Life and Housing.

The inherent nature of on-campus housing is considered to be temporary and limited. It is set aside primarily for those students who are admitted to the school as degree candidates or, under certain circumstances, as special students. Housing is temporary in that it is offered to students only while they are students. It is limited in terms of size and number of rooms/apartments,

availability and flexibility of possible arrangements. Despite these limits, Andover Newton will do its best to make on-campus housing as comfortable as possible.

Since admissions and housing are closely related, these policies have been adopted to facilitate that relationship so as to serve the greatest number of students possible while maintaining equity and justice.

Andover Newton seeks to maintain its residences at appropriate levels of health and safety. The school's *Core Values*, housing policies, and regulations (see attached list) are designed to facilitate that appropriate standard. Residents who violate these policies, values, and/or regulations may lose the privilege of remaining in Andover Newton Theological School housing.

Please contact the Housing Office at 617-831-2453 or email at housing@ants.edu with any questions.

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RESIDENCE HALLS

Understanding that our student body has differing housing needs, Andover Newton has reserved residence buildings as follows in order to accommodate and be sensitive to as many factors as possible:

Appleton-Chase is a residence hall for female, male, and trans individuals with both full-time and a few part-time residents. There are 30 rooms on two floors. Two rooms located on the first floor have private bathrooms. All other rooms are set up so that two rooms share a bathroom that is located between the rooms. There is a kitchen on each floor, a large lounge on the basement level, and a smaller lounge on the second floor. A small storage area and coin-operated laundry facilities are also on the basement level.

Farwell Hall is a residence hall for male, female, and trans individuals with both full-time and part-time residents. There are 4 floors; the first floor is used as office space and conference rooms by Hebrew College and other entities. In addition to 46 single dormitory rooms there are 4 single occupancy suites. There are two bathrooms and two showers on each floor (gender specific), and coin-operated laundry facilities and a kitchen in the basement.

Sturtevant Hall is a residence hall for male, female, and trans individuals with both full-time and a few part-time residents. There are 4 floors; the first floor is the Student Center and Student Association office, Student Meeting Rooms, the Student Computer Lab, and the mailroom. There are 27 single occupancy rooms. There are shared bathrooms and showers on each floor: (second floor male, third floor female and fourth floor mixed), a kitchen on each floor, and coin-operated laundry facilities in the basement.

Fuller Hall has 12 one-bedroom apartment units on 3 floors. Each of these apartments has two large rooms separated by a galley style kitchen. There are two bathrooms, one with a tub, and the other with a tub/shower. These apartments are normally reserved for couples. Additionally there are 4 studios, each with a kitchen, bathroom and large closet. Studios are for single occupancy. There is a lounge area shared by Fuller Hall and Kendall Hall on the ground floor. Coin operated laundry facilities and additional storage space are also located in the basement.

Kendall Hall has 25 studio apartments on 4 floors. There are also three guestrooms on the lowest level of the building (these are available for all students to rent as needed for their guests). Each studio apartment is designed to house one student and has a full bath, living/bedroom area and a kitchenette. There is a lounge area shared by Fuller Hall and Kendall Hall in the basement. Coin operated laundry facilities and storage space are also located in the basement. Please note: Kendall Hall's laundry facility is a scent-free facility and all members of the campus desiring such can arrange access with Mr. Frank Novo, Director of Housing and Events. No scented detergent or dryer sheets are allowed. Students in Kendall who wish to use scented products may avail themselves of the laundry room in Fuller Hall, available through lower level passageway.

Herrick House is a 13-apartment complex with two one-bedroom apartments and 11 two-bedroom apartments, some are flats (one floor) and others are splits (two floors). Each apartment has a living/dining area, kitchen, and full bath in addition to the bedrooms. Apt. 150A has a semi-accessible bathroom. There are storage and laundry facilities on the lower level of the complex. These apartments are usually reserved for students with one or two children.

Housing in metro Boston is some of the most expensive in the United States. Students living on the Andover Newton campus pay rental charges below market rates. For all housing except Herrick House, the rental fees include wifi and all utilities. In Herrick House, internet connection/cable charges apply and there is a $65.00 monthly allowance for electricity. Residents exceeding this allowance will be billed the difference each month. For residents using air conditioning in the summer (where permissible) there is a summer utilities fee except at Herrick House. More information on this follows on page 18-19.

FURNISHINGS

Furnishings in single dorm residences (Appleton-Chase, Farwell and Sturtevant) are provided by the school and **may not be removed from the room**. Items from one room may not be moved to another room unless special permission is received from Director of Housing Mr. Frank Novo (fnovo@ants.edu). Each dorm room is equipped with the following furniture:

- desk
- desk chair
- lounge chair
- extra-long twin mattress and bed frame
- dresser
- lamp

Should there be a medical requirement for different furnishings (typically a bed); a request must be made in writing to the Director of Housing. There will be a charge to move and store school furnishings. The charge is $50.00 to move and store a bed. There will be additional charges should more items need to be moved.

Students are responsible for all furnishings and will be charged market rates for replacement of items missing or damaged when they move from the room. School-owned furniture may not be altered in any way.

Sheets, towels, pillows, bedspreads, blankets, and curtains are not provided. A limited supply of dishes and cooking utensils are generally available in communal dormitory kitchens.

All apartments (Fuller, Kendall, and Herrick House) **are rented unfurnished**. Please note that the school is not responsible for damage to personal items in rooms or apartments as a result of unforeseen circumstances (fire, burst water

pipe, and so forth). **The school strongly recommends that students purchase Renters' insurance to cover their personal items.**

ELIGIBILITY FOR STUDENT HOUSING

Full-time Residents

Andover Newton is pleased to be able to provide housing to its students to the extent that it is available. Full-time housing is offered to students on a first-come, first-served basis and is available to students for the duration of their study according to the following time frames:

DEGREE PROGRAM	YEARS ALLOWED AS FULL TIME RESIDENT
MDiv	5
MA	3
STM	2
DMin	3

Special Students are not eligible to be Full-Time residents, but are eligible for Part-Time Resident housing.

Students who are allowed to remain in campus housing beyond these time limits will incur a surcharge.

Students who apply for housing must take 9 credits or more per semester to be eligible, excluding D. Min. students who must take 6 or more credits per semester. Resident students who are taking no credits for two consecutive semesters will not be eligible for housing in future semesters. Under some circumstances, the Director of Student Life may allow students in the halls to drop down below the 9 credit level. Students who are given permission will be billed a rent surcharge as follows:

CREDITS	SURCHARGE
6 credits or less	25%
fewer than 9 credits, more than 6 credits	15%
fewer than 7.5 credits, more than 6 credits and enrolled in CPE	15%

Students registered "on leave" are not normally eligible for housing. Written requests for exceptions must be made to the Director of Student Life at least two months prior to the beginning of the "on leave" status. Exceptions are for one semester, after which the case must be reviewed. Resident students who remain in housing while registered "on leave" for two consecutive semesters will not be eligible for housing in future semesters.

Students dismissed from the school are not entitled to remain in housing and must vacate the premises within 30 days of receipt of a formal dismissal letter. Housing assignments and contracts are automatically invalidated upon dismissal from the school. Students who are suspended by the school or are put on an Involuntary Leave of Absence may not remain in housing.

Part-time Residents

Part-Time Residents (PTRs) apply for housing during each semester's registration. Room assignments are made following the assignments of full-time resident students. PTRs are eligible for housing for the length of the degree program as stated in the catalog. PTR housing is available for one, two, or three nights a week for a semester. PTR housing is also available on a nightly basis during the Winterim and Summer sessions. PTR rooms are assigned with the understanding that they will be available for school use when not used by the PTR. We cannot guarantee that a PTR will be assigned the same room each semester or that a PTR's preference for dormitory will be able to be met. We make every effort to accommodate an individual's requests. PTRs are welcome to leave things in their rooms provided that other PTRs assigned to the same room don't mind. Since the room may be used by Andover Newton guests on nights it is not occupied by PTRs, it is the responsibility of the PTR to safeguard any valuables left in the room. Andover Newton is not responsible for items left in PTR rooms.

Student Housing Contracts

Housing contracts are issued for the academic year: September 1 through May 31. Students in ANTS housing can request extension of their contracts through the summer. A new academic year contract must be signed each year. All contract extensions and renewals are made at the discretion of the ANTS Housing office.

APPLICATION PROCEDURE FOR STUDENT HOUSING

Andover Newton will have sole discretion in the assignment and re-assignment of residences. The Housing Office will assign units on the basis of student preference as indicated on the housing application, as close to the first choice as possible. Students should indicate three choices in order of preference on the Housing Application.

Available housing is assigned in the following order:

1. Full-time entering international students
2. Full-time entering resident students (I thought returning students could choose new rooms before new students—am I misremembering this?)**********
3. Full-time returning, resident students
4. Full-time returning, non-residents students who wish to move full-time to campus
5. Returning part-time resident students
6. Entering part-time resident students
7. Hebrew College (HC) students
8. Boston College PhD students
9. Boston Theological Institute (BTI)
10. Graduate students from non-BTI schools in the Boston area

Full time Residents

Entering Students and Returning Students New to Campus Housing

The Admissions Office sends applications for housing with acceptance letters to incoming students who express an interest in housing. Applications may also be downloaded at http://www.ants.edu/housing-and-board/.

When a student returns a housing application with documented evidence of a disability, family circumstance, medical consideration, or some other unusual need which requires special consideration, the Housing Office, in conversation with Director of Student Life Mikel Satcher, will seek to address the student's need. Students are also welcome to contact Rev. Dr. Satcher directly about any of these concerns (msatcher@ants.edu).

Housing assignments will be made after July 1. Students who have applied for full-time housing will receive a housing contract, a copy of the Andover Newton Housing Policy and any necessary housing information. All applicants must provide written acceptance of the assignment offered by returning one signed copy of the contract to the Housing Office, along with all required deposits, by the date indicated on the contract. Failure to return the contract by the deadline will constitute a refusal of the assignment. All applicants must sign a contract prior to the occupancy of a dormitory room or apartment. Applicants who cannot be accommodated will be notified in writing and placed on a waiting list.

Applicants are required to notify the Housing Office immediately of any changes in their student or family status that occur after the application is filed. If such a change significantly effects the student's assignment, Andover Newton may terminate the original contract and if it is possible, re-assign the student as appropriate. Misrepresentation of family status is grounds for immediate revocation of a student's assignment and termination of his or her contract.

Applications submitted after July 1 will be considered on a space available basis. The Housing Office maintains a waiting list for each residence hall as necessary.

Returning Students

1. During each Spring semester returning students may request alternative accommodations for the upcoming Fall. The Housing Office sends out *Housing Preference* forms to returning full-time resident students by March 15. These forms must be returned to the Housing Office by April 1 for requests to be honored. Failure to return the form by the indicated date will forfeit the student's right to indicate a preference. All requests for change are processed after the deadline of April 1.
2. Andover Newton students who wish to remain in the same room/apartment have first choice of that space. At the discretion of the Housing office, the academic year contract may be renewed for the summer. Each student must sign and return the *Housing Preference* form in order to be eligible to continue his/her existing housing agreement with the school. Please note that the rental rate changes on July 1 each summer, the beginning of the new fiscal year.
3. Returning students who wish to live on campus during the summer must so indicate on their *Housing Preference* forms. If the academic year contract is extended by the Housing Office, students who retain a room or apartment on

campus during the summer must pay the full monthly rent for the room or apartment.
4. Students who apply for extension to remain in campus housing through the summer but who have requested alternative accommodations for the fall will be charged a moving fee ($150 for single rooms, $200.00 for suites and studio apartments; $250-$350 for one and two bedroom apartments). All moves occur during the month of July. Once a new accommodation is made available to the student, he or she will have a maximum of two weeks to completely move out of the old accommodation. The school reserves the right to provide less than two weeks if it deems necessary. In all cases we will provide students with as much notice as possible.

Part-time Residents

New and Returning Students
Part-time (Commuter) residents apply for housing as part of registration each semester. Students should complete a *Part-time Resident Housing Application* (available online when registering); indicating which nights of the week accommodations will be needed. After the deadline for applications, Part-time residents will receive a contract via email. The contract must be signed and returned before room keys will be issued. Part-time residents can view the Housing Policy online at: http://www.ants.edu/pdf/housingpolicies.pdf/.

NON-ANDOVER NEWTON STUDENTS

After all Andover Newton students are housed for the next academic semester/session, rooms and/or apartments will be offered to students attending Hebrew College or a member school of the Boston Theological Institute. Under some circumstances non-BTI students may be allowed to live in Andover Newton housing. BTI students applying for Fall housing should submit housing applications beginning on May 15.

All contracts will end on May 31 of each year at which time a review of the needs of Andover Newton's returning and entering students will take place. Students who wish to continue in housing for an additional academic year will be given the opportunity to make such a request in the spring of each year. A letter from an official at the student's school must be included indicating the status of the student within the degree program. **Should there be need of rooms or apartments occupied by non-Andover Newton students, a minimum of 30 days' notice will be given to the current resident. Whenever possible, a longer notice will be given.**

Maximum years of residence eligibility are as follows:

DEGREE PROGRAM	YEARS ALLOWED AS FULL-TIME RESIDENT
Ph.D students	five years

M.A. students	two years
Other	in consultation with Director of Student Life
Special Students	three years

Non-Andover Newton students relate to and are accountable to Andover Newton through the Director of Student Life office. All non-Andover Newton students must comply with the Andover Newton Student Housing Policy and Housing Regulations, and with Andover Newton's Core Values.

Process/procedures

- Non-ANTS students applying for Fall term should submit an application beginning on May 15. Applications can be found online at: http://www.ants.edu/housing-and-board/.
- Non-ANTS students will be notified of their assignments by July 15. Due to a business arrangement between Boston College and Andover Newton, Boston College PhD students in the theology department receive priority consideration and pay ANTS prices.
- Once it is determined that accommodations are available, each student will receive a housing contract along with a request for:
    - A letter from the registrar or admissions office of the school confirming that the student will be attending
    - Confirmation that the student is covered by a health program
    - The contract must be returned with full payment of both the Administrative Fee of $200 and the security deposit; equivalent to one month's rent

Part-Time Resident Housing

Non-Andover Newton students taking a course at Andover Newton, Hebrew College, or through the BTI are eligible to request a part-time resident room. Students should complete a *Part-time Resident Housing* Application (available at www.ants.edu, or in print format from the Housing Office); indicating which nights of the week accommodations will be needed. After the deadline for applications, Part-time residents will receive a contract via the email address the student provides. The contract must be signed and returned before room keys will be issued. The Housing Policy is available online at http://www.ants.edu/pdf/housingpolicies.pdf/.

Student financial obligations

- The student will pay a one-time administrative fee of $200. This is not applicable to part-time residents.
- The student will pay a security deposit equal to one month's rent.
- The rental charge for non-Andover Newton students is higher than the amount charged to Andover Newton students as stated on the web. The exception to this is for Boston College PhD. students. They are charged Andover Newton rates as stated on the web.
- Students will receive bills from Andover Newton. Should a student choose to make installment payments there will be a $25 finance fee each semester.
- Failure to meet financial obligations will result in immediate termination of the contract.

FAMILY/COUPLES' HOUSING

Couples' housing is available in Fuller and Herrick Halls but is in very limited supply. Requests for one and two bedroom units outnumber available apartments. There is no guarantee that an applicant requesting couples'/family housing will be accommodated.

Couples applying for housing must provide documentation of marriage or domestic partnership. If a couple has not married or entered into an available domestic partnership for political or philosophical reasons they must provide a letter to that effect to the Director of Student Life. If the couple's home state prohibited their marriage or domestic partnership, the couple must provide one of the following in order to be prioritized as a couple for the purpose of housing:

- a joint mortgage or lease;
- documentation showing a joint bank account, joint credit account, or joint ownership of a motor vehicle for a period of at least six months prior to the application for housing,
- two (2) items documenting that the applicant and his/her partner have resided together at the same address for a period of at least six months prior to the application for housing (such as drivers' license, voters' registration, utility bills, etc).

All documentation must be in English and if it is a translation of the original documentation the translation must be notarized. Documentation of couples or family status must be provided by the student when signing a contract.

If a student and her/his partner dissolve their partnership while living in Andover Newton housing, the student is solely responsible for the apartment and will forfeit priority for couples'/family housing in the following semester, moving to a smaller unit when available. Housing will not be offered to the non-student partner.

FEES

Housing Deposit
All entering and returning students are required to pay a security deposit equal to one month's rent. The deposit must be paid in full at the time the signed contract is returned to the Housing Office. The school will process and mail security deposit refund checks within sixty days after final departure provided the room or apartment and all school furnishings, appliances, etc. have been left in good and clean condition. If a student still owes money to the school for tuition and/or rent, the deposit will be applied to the outstanding debt. The resident is responsible for notifying the Housing Office of a forwarding address to which refunds can be mailed. The Director of Housing and/or other Housing staff will inspect each room/apartment after the tenant has vacated. During check-in procedures the tenant will sign a form that will give an inventory of furniture and appliances and the condition of the room/apartment. At check-out,

the Director of Housing, Resident Representative or other agent of the school will inspect each room/apartment in the presence of the tenant and will assess charges for inadequate cleaning, for damage other than normal wear and tear, and for missing property. If unusual cleaning or repairs are necessary or any school property is missing, Andover Newton will deduct from the housing deposit the cost of restoring the room/apartment to good and clean condition, including replacement costs.

Breaking Your Contract Prior to May 31
Breaking a contract may only be done in extremely rare circumstances and only when approved by the Director of Student Life. The student's account must be paid up to date and the student must pay for the month in which they leave. The student may not be eligible for the Deposit refund(see above).

PAYMENTS

Rental payments for the semester are due in the Business Office at registration, the same time as tuition and other fees. January rent is included in the cost of the spring semester.

At registration students may arrange a monthly payment plan with the Business Office, not to exceed 4 payments. There is a $25 fee per semester for this plan. Full payment must be received by December 1 for the fall semester and by May 1 for the spring semester. Students not fully paid at the end of a semester are not allowed to continue to live in campus housing. Graduating students who wish to remain in campus housing for the summer after they graduate must pay summer rent in full by the date stated in the academic calendar.

Students who receive institutional and/or government aid will have their housing charges subtracted from that aid before any refund is dispersed.

HOUSING RATES

Rates increase each fiscal year effective July 1

Please check all reates on our website at:

http://www.ants.edu/housing-and-board/housing-and-board-rates/

GRADUATING STUDENTS

Current degree students who expect to complete studies in the fall semester may be allowed to remain in their residence until May 31 if the school does not

need such accommodations for the second semester. Students must submit a written request to the Director of Student Life at least 2 months prior to completion of the program.

Students completing studies in the fall semester who plan to move from campus at the end of the fall term must notify the Housing Office no later than December 1.

All graduating students must make their final rent payment no later than the date stated in the academic calendar of the Andover Newton Student handbook. This payment will cover the bill from January through May 31.

Names of graduating students who have not paid by the date indicated will be given to the Academic Dean and to the Director of Student Life. Students will not be allowed to graduate until their accounts are settled.

SUMMER OCCUPANCY

Students who plan to live on campus during the next Academic year will be allowed to extend their housing contract through the summer. Note that June is billed at current rates, July and August are billed at new rates). All students will be required to sign a contract for the next academic year in July. Graduates and students leaving ANTS housing are not allowed to remain in their residences after June 30; however, under some circumstances and with permission from the Director of Student Life these residents may be allowed to remain as late as July 31. Those who do so will have their rent prorated from May 31 through the date of departure. Students must pay that amount no later than the date stated in the Academic calendar. A signed *Preference Form* (which automatically extends the existing Housing contract through the summer, or the date of summer departure if not May 31) must be on record with the Housing Office.) Students who leave between July 1 and July 31 must pay July rent at the new rate and a late move out fee, normally $150 for dormitory rooms, $200 for studio apartments and between $250-$350 for one and two bedroom apartments (depending on the particular apartment type.)

Residents with children in school may remain until one week past the last date for Newton Public schools or June 30th, whichever is later.

All graduating students who do not respond to the housing preference form indicating when they plan to move from the campus must move by May 31.

Under no circumstances will graduates or students exiting housing be allowed to stay beyond July 31.

SUBLETTING

Subletting is not allowed. Residents may not sublet any part of their dormitory room or apartment. Doing so will result in immediate cancellation of the housing contract. Students may transfer their contract to another eligible graduate student prior to or during the occupancy period only under the following conditions:

- Student must identify the transferee
- The transferee is currently a graduate student at Andover Newton, one of the schools of the Boston Theological Institute or another local graduate school and will continue to be one through the remainder of the occupancy period.
- Transferee must sign a housing contract for the remainder of the occupancy period.
- Transferee is approved, in advance, by the Director of Housing.

HOUSEKEEPING AND MAINTENANCE

The Buildings and Grounds staff cleans student rooms and apartments for new residents. The staff cleans the corridors, public areas and communal bathrooms in the residence halls on a regular basis. Building and Grounds also sanitizes communal kitchens each summer in preparation for the fall semester. Students living in Appleton-Chase House and Farwell Hall are responsible for the cleanliness of their communal kitchens on a day-to-day basis and all its appliances and furnishings. This needs to be a cooperative effort by all residents in the building. Resident Representatives will rotate regular weekly duties among the residents. Residents who fail to complete the duties in a given week will contribute $10.00 to the hall fund. Among the tasks may be removing recycling, picking up the kitchen, checking storage area clutter, and so forth. In addition, each resident of Appleton-Chase and his/her suite mate is responsible for cleaning the suite's bathroom. Residents who refuse to participate in this cleaning and upkeep may lose the privilege of living in housing.

RESIDENT REPRESENTATIVES

Resident Representatives (RRs) are responsible for insuring that all residents have as positive an experience in campus housing as possible. They also serve as an important communication link between student residents and school staff. RRs meet regularly with the Director of Student Life, the Director of Housing and the Director of Buildings and Grounds to discuss problems and other matters of interest to student residents. RRs make every attempt to greet new students moving into campus housing and help plan and implement meetings and activities for residents. Each RR will post his/her contact information in a public area of the building. Residents are expected to keep the RRs contact information on hand for emergencies such as lock outs. Please contact your RR with any concerns you may have about your residence hall.

MAIL

The Director of Housing assigns each full-time resident a campus mail box in Sturtevant Hall. Residents will be given the code for the mailbox upon move in. Families, couples and any other residents who may receive mail under a name other than the contract holder must provide these names to the mail room staff upon move in. For packages pick up, students are emailed to pick up at Sturtevant Hall.
All mail should be addressed:
Andover Newton Theological School
Name
210 Herrick Road
Campus Box #
Newton Centre, MA 02459

Forwarding Mail
For departing residents, first class mail will be forwarded for up to two months. If the student is not living on campus for the summer his/her mail must be forwarded with the mailroom staff or it will be returned to sender. As the school is a "drop-off" location, the U.S. Postal Service will not forward mail. To have mail forwarded, students must provide a sheet of mailing labels with their forwarding addresses to the mailroom staff before departure. Magazines and all other second and third class mail cannot be forwarded.

PARKING

Parking space is available behind or near each residence building. One car per student or one car per driver in a family is allowed. All cars must be registered and insured and display a valid school parking sticker. Parking tags are required for all students with cars for fall and Spring terms. Please report to the Buildings and Grounds office in Sturtevant Hall Rear to obtain your parking tag.

Any abandoned, unregistered, illegally parked and/or uninsured vehicles found on Andover Newton Theological School property shall be removed from the school property at cost to the student or individual who owns the automobile. This will occur after the School Administration/Buildings & Grounds/Housing Office has made a good faith effort to get the offender to correct the violation. Those who refuse to correct the violation will lose parking privileges on the school property for no less than one academic year. All vehicles not displaying a current Andover Newton sticker may be towed at the owner's expense.

ANIMALS

Pets are not allowed in student residences.

Any student requiring a service animal under the Americans with Disabilities Act (ADA) should contact Director of Student Life Mikel Satcher directly (msatcher@ants.edu). Requests for housing with an aid animal must be made in writing to the Director of Student Life prior to the arrival of the animal, and all requests must be accompanied by appropriate medical documentation.

The ADA defines a service animal as "dogs that are individually trained to do work or perform tasks for people with disabilities." A service animal is not a pet, but can perform some of the functions and tasks that an individual with a disability cannot perform himself or herself. Animals are considered "service animals" under ADA, if they meet this definition, regardless of whether they have been licensed or certified by a state or local government. Animals whose sole function is to provide comfort or emotional support may be dogs or cats, and they may qualify as service animals with appropriate documentation. Service animals must be under the owner's control at all times. The basic policy guidelines for Andover Newton are as follows:

- A service animal is one that is permitted to accompany the individual with a disability to all areas on campus where students are normally allowed to go.
- An individual with a service animal may not be segregated from other students.
- A service animal may be excluded from a facility, including a classroom, if that animal poses a direct threat to the health or safety of others.
- Allergies and fear of animals are generally not valid reasons for denying access to people with service animals.
- A service animal may be excluded from a facility, including a classroom, if that animal's behavior, such as barking, is disruptive to the other participants within the facility and the owner does not take effective action to bring the behavior under control.
- If a service animal is excluded from a facility, the individual with a disability will be given the option of continued classroom participation, with assistance, within the facility.
- The service animal must be clean, in good health, with current rabies vaccination.
- All service animals must be under control at all times. Persons with a disability cannot be asked to remove their service animals from the premises unless: (1) the dog is out of control and the handler does not take effective action to control it or (2) the dog is not housebroken.
- Service animals must be on a leash at all times, unless the leash prevents the dog from completing its duties, in which case it must be under voice or other control by the owner.

- Service animals may not be left unattended in campus residence halls unless the student has obtained specific permission from the Director of Student Life to do so.
- Students with aid animals must abide by current city ordinances and laws pertaining to licensing and vaccination requirements for service animals. It is the responsibility of the owner and/or user of the animal to know about these ordinances and/or laws.
- All owners and or users of service animals are responsible to clean up after and properly dispose of their animal's feces while on campus.
- Service animal etiquette:
    - Do not touch the service animal, or the person it assists, without the owner's permission
    - Do not make noises at the service animal; this action could distract the animal from performing its job
    - Do not feed the service animal; this could disrupt his/her schedule
    - Do not feel offended if a person with a service animal does not wish to discuss his/her disability or the assistance their service animal provides

Adapted from: http://www.ada.gov/service_animals_2010.pdf

FIRE SAFETY

Andover Newton housing meets all local and national regulations related to fire safety, and each residence hall is inspected 1-2 times/year by the Newton Fire Department. Nevertheless, residents should familiarize themselves with their building and stairwells to know how to evacuate in case of a fire or other emergency. Students should be aware of the nearest location of:

- Fire alarm box
- Fire extinguishers
- Fire exit door/s

All residents must leave the building when the fire alarm sounds. When leaving, students should knock loudly on doors near you to alert/awaken other residents. Each residence has a meeting place for fire alarms which is designated by the RRs each year. This meeting place remains in effect through the summer. Students who refuse to leave a building during an actual fire emergency and or a non-scheduled fire drill may face sanctions by the school.

Hallways, stairways, entry ways, and fire escapes must be kept clear of all items at all times. This includes doormats, shoes, umbrellas, etc. Items left in these areas create a fire and safety hazard and will be disposed of by the school at the owner's expense.

Lights in stairwells and hallways must remain on in accordance with fire and safety laws. All non-essential lights in public areas as well as individual rooms/apartments should be turned off when not in use.

All labeled fire doors must remain closed at all times.

Flammable devices such as kerosene lamps, candles, and incense are not allowed in any student residence. Flammable material such as tires, charcoal or lighter fluid must not be kept in rooms/apartments or storage/common areas. Propane tanks are not allowed on campus with the exception of the one in the Student Association barbecue grill.

AIR CONDITIONERS

Lincoln Air Conditioning (800-439-1780) provides air conditioning in the residence halls. **Students may not install personal air conditioners**. Residents in Appleton-Chase, Sturtevant Hall, Kendall, Fuller, and Herrick House may have air conditioning for the warm season (or year-round if they wish). Fuller and Herrick residents may have more than one unit/apartment. Students must contract for services directly with Lincoln. Lincoln will rent the air conditioner, install it in early May, and remove it at the end of September for one fee. Unfortunately due to wiring constraints, air conditioners are not permitted in Farwell Hall.

Every student who rents an AC unit will be charged an electric surcharge for the season by Andover Newton. Dorms will be charged $50.00, Studio Apartments will be charged $75.00, 1-bedroom apartments will be charged $100 and 2-bedroom apartments will be charged $200.00. No resident may install his/her own air conditioning unit. Tenants who do not make arrangements to remove air conditioners at the time of move out will incur an additional $50 surcharge.

Students who violate this policy will immediately be charged the $200 electric surcharge, regardless of whether they have Lincoln Air Conditioning install a new unit in their room, ordered to remove the unit immediately, and fined $50. A second violation may result in loss of housing.

Air Conditioner Fees and Details
Lincoln Air sets all installation fees. The fees are based on the difficulty of installation and are subject to change. Please contact Lincoln Air for all fee information.

All air conditioners installed in units must be registered with the Housing office by each resident. Each summer the Director of Housing will make an assessment of all air conditioners and bill the surcharge fees accordingly. Any problems with the units should be addressed to Lincoln Air.

ELECTRICAL APPLIANCES

The following are not allowed in student rooms/apartments:

- Washers
- Dryers
- Dishwashers
- Halogen Lamps
- Extension cords without surge protectors and rated less than 14 gauge

The following are not allowed in Farwell Hall rooms:

- Air conditioners
- Refrigerators
- Hot plates
- Microwaves
- (Small coffee makers with automatic shut off are allowed in single resident rooms.)
- Toasters/Toaster ovens
- Space Heaters

The following are not allowed in Appleton Chase rooms:

- Hot plates
- Microwaves
- Heaters by permission only
- Toasters/Toaster ovens
- Space Heaters

(Lincoln Air AC units, small dorm sized refrigerators, and small coffee makers with automatic shut off are allowed in Appleton Chase rooms.)

SMOKING

There is no smoking in Andover Newton buildings, in compliance with State law. Cigarette butt ashtrays are located at designated smoking areas (Appleton-Chase House, Fuller Hall and Kendall Hall; by the side door of Farwell Hall; in front of the student center in Noyes Hall; in front of Stoddard and Davis Halls). Cigarette smoke tends to get sucked into open building doors and windows. For that reason we ask that all smokers move 20 feet away from buildings and doorways when smoking. Thank you for complying with this request.

QUIET HOURS

While courtesy hours are in effect 24 hours a day, Residence Hall quiet hours are between 10:00 PM and 8:00 AM, unless determined otherwise by a hall in conjunction with their Resident Representative. Residents are required to

respect the quiet and study needs of their neighbors. Andover Newton is an academic community, and all residents and their families and guests are expected to cooperate in maintaining an atmosphere and a living condition that are conducive to a pleasant and agreeable environment.

GARBAGE

Garbage and personal trash must be put in the dumpster located near each residence building. Trash receptacles in common bathrooms are for bathroom trash only. Disposal of furniture, mattresses, computers, and other large or hazardous items in school dumpsters is not allowed. Computer monitors, systems, printers, and TV systems can be brought to the Newton Recycling Center. For information on the location of the Center please see your RR. Anyone violating this policy will be assessed an appropriate charge for items disposed of.

RECYCLING

As part of Andover Newton's plan to improve its environmental footprint, we have installed high-efficiency garbage and recycling dumpsters conveniently located behind the Meetinghouse. All residents should use these dumpsters for depositing all recycling and trash. Please be sure to shred any personal information in your recycling. People have been known to sort through recycled materials in order to gain access to personal information and records!

15-yard Monster Recycling Dumpster – has printed instruction signs for all allowed recyclables. Newly acceptable recycling additions include: flattened cardboard, phonebooks and nearly all other types of recycling.

Yellow and Green Recycling Dumpster – has always been there and is for **paper** recycling only. ANTS gets some cash back based on the weight when it is picked up. **Only paper is allowed in this dumpster**.

Trash Dumpster – deposit all trash that cannot be recycled.

The Newton recycling center accepts a broader range of items than the Andover Newton recycling bins. All Newton residents may take their recycling to the Newton recycle center, 145 Rumford Ave, Auburndale, MA 02466-1311. The recycle center is open Monday-Friday from 7:30am-2:30pm, Saturday from 7:30am - 12:30pm. It is closed on Sundays and Holidays.

INTERNET USAGE

Users may not download or use material from the Internet or elsewhere in violation of software licenses, or the copyright trademark and patent laws.

Users may not install or use any software on school computers without written permission from the Network Administrator.

STORAGE AREAS

Each residence hall has storage areas for the use of students living in that building, with the exception of Sturtevant Hall (Sturtevant Hall beds may be raised to allow for storage room underneath). Students may store only items that fit within their designated storage unit. All items must be marked with name and room/apartment number. Unmarked items will be discarded. The Residence Representatives will coordinate an annual cleaning of the storage areas, entryways and stairwells. The school will dispose of items not removed during the annual cleanup, and a charge will be made against that student's housing deposit.

When residents move, all items in storage must be removed. The school will dispose of items not removed and charge the student's housing deposit. No items may be stored in a building storage area when a student stops being a resident of said building.

GUESTS

Students are responsible for their guests and must be on the premises during their guest's stay. All guests must adhere to the rules and regulations of Andover Newton. All non-registered guests must leave by midnight.

Every overnight guest must be registered in writing in advance with the RR of the building in which the guest is staying, using the "Guest Notification Form" (available from the RRs), for fire, safety and security reasons.

Since the rooms in Farwell and Appleton-Chase are small and designed primarily for one person, overnight guests in these rooms are discouraged. However an overnight guest will be permitted as follows:

- Full-time resident students may register an overnight guest for no more than two (2) nights in one week.
- Commuter students may have an overnight guest no more than two nights in any one month.

Residents of Kendall, Fuller and Herrick House may have a guest/s for up to two weeks within a two month timeframe.

Abuse of the overnight guest privilege can result in cancellation of the housing contract at the sole discretion of the Director of Student Life.

GUEST ROOMS

Andover Newton has three guest rooms located on the lower level of Kendall Hall, two with shared bathroom facilities and one with a private bath and kitchenette. Unoccupied PTR rooms are also available for use by visitors. Linen service is available. For reservations, please contact the Housing Office at extension 617-831-2453.

SECURITY

All residents share responsibility for the security of their building. Carelessness with keys, propping doors open, or failure to observe procedures for screening visitors may endanger residents and their property. Exterior doors of residence buildings MUST remain closed and locked at all times, with the exception of Herrick House, where the doors are unlocked 8am to 8pm. Students are strongly urged to check carefully that exterior doors lock behind them when entering or exiting. All windows and doors should be closed and locked when students are away from their room or apartment.

If a student sees a stranger in the building and determines that the person does not have legitimate business in the building, he or she should call the police (911) and then report this to the RR and the Director of Student Life. Students should not attempt to engage the individual in question.

Keys
Only residents and authorized staff are permitted to have keys to the residence halls and to rooms within the residence halls. Any non-resident, non-student, or unauthorized person found having a key to a residence hall or room within a residence hall may be referred to the Director of Student Life and/or to local authorities.

Keys must be requested from the Housing Office and may not be duplicated. Each student is issued one set of keys per adult (18 years +) listed as a resident on the Housing Contract. Keys may be issued to children 12-17 with consent of the parents. Children's keys are the responsibility of the parents. There is no charge for the first set of keys issued to student residents. There is a $50.00 per key charge to replace lost keys and for keys not returned when residents move from campus. There is a $10/day charge for keys that are turned in late.

Lock Outs
Students should always bring their keys with them when leaving their room/apartment. Students who lock themselves out will need to call their RRs or Buildings & Grounds.

For students who call the RR, the first lock-out is free. For each subsequent lock-out there will be a charge of $5.00. This money goes into a hall fund to support that hall's social activities.

Students who call Buildings & Grounds will be charged $15.00. Buildings & Grounds Office: 671-831-2424. After Hours Emergency Number: 1-800-505-9459

Right to Entry
Andover Newton reserves the right to enter students' rooms without prior notice for the purpose of safety and/or maintenance (emergency or student requested); to inventory furnishings; to verify compliance with health and safety standards; to investigate probable violations of the Housing Policy, the Housing Regulations or state, local, or federal laws; or at the discretion of the Director of Housing.

Resident Representatives and school watchpersons are authorized to be in housing buildings at any hour to deal with lockouts and other emergencies that fall under and are described in the Resident Representative and Night-watch-person job descriptions.

Any time Buildings and Grounds personnel need to gain access for an emergency or repair as requested in a Work Order and the student is not there, written notice will be left. Students who wish to be present when repairs are made should make a special request when submitting a work order.

Personal Property
Andover Newton will use reasonable efforts to protect a student's property. Andover Newton is not in any way liable for the loss of, theft of, or damage to any property belonging to residents. Students are advised to purchase a personal insurance policy (i.e. renter's insurance).

ARRIVAL

Contracts take effect on September 1. Rooms and apartments will be available for occupancy September 1.

Check-in may occur any day after September 1 with prior arrangements made with the RRs. Students will be contacted in late August by their RR to set up an arrival date and time or they may submit a date and time to the Housing Office in writing at least one week in advance of move in. Upon arrival students are to register with the RRs, complete the check-in form, sign the room inspection form and pick up the necessary keys. Check-in must occur between the hours of 9AM and 5PM, unless other arrangements have been made with the RR.

Apartment/room and building entrance keys will be distributed by the Housing Office to all arriving students who have returned the contract and paid the housing deposit and, in the case of non-ANTS students, have paid the administrative fee. These fees must be paid in advance; they cannot be paid upon arrival.

DEPARTURE FROM HOUSING

Please refer to this section as you approach the end of your contract and follow these procedures to secure appropriate refunds.

All contracts expire on May 31. Students can extend their Academic Year Contracts (if eligible) either through the summer if they will remain on campus the following Fall, or through July 31 if they are not remaining in ANTS housing the following Fall. If the student is moving out on or before May 31, his/her Res Rep will conduct the Move-Out Inspection. If the student is moving out in June or July, the Director of Housing will conduct the Move-Out Inspection. The student must contact the proper party to schedule the inspection. Upon check-out, the Director of Housing or an RR will inspect the room/apartment preferably in the presence of the student. At that time the student will sign the room inspection form.

All personal belongings and rubbish must be removed from the floors, walls, cabinets, closets, drawers, and wastebaskets; the refrigerator must be defrosted and cleaned, stove (including oven and broiler) thoroughly cleaned, and the floors swept. Students will be charged at cost if the cleaning is not done and if there has been abuse to floors, walls and/or furnishings.

Also at check-out, the Procedures for Moving Out Form must be submitted to the Director of Housing and mail forwarding labels should be left with the Mailroom (please see Mail Forwarding section above) if the student wishes to have his/her mail forwarded.

Room/apartment and all other building keys are to be returned at inspection time. For every non-returned key, a charge of $50 will be assessed to the student's security deposit. A student is considered in occupancy of the room/apartment and may incur rental charges until all keys have been returned. Residents who do not vacate the housing unit by the expiration of their contract are subject to legal process.

If the residence is found in the same condition as when the student arrived, the student account has been paid in full, the late move out fee (for those moving after July 1) has been paid, and all keys have been turned in, the student will receive their security deposit in full. Damage will be assessed according to the schedule below:

- Nail holes: $ 3.00 each
- Broken window shades: $ 17.50 each
- Garbage disposal replacement $125.00
- Broken heating control: $ 95.00 each
- Broken window (pane or storm): $ 50.00 each
- Torn or damaged window or door screens: $ 30.00 each
- Misc. repairs based on Time ($25/hr.) and Material
- Heavy Cleaning
    - Stove: $ 50.00 each
    - Refrigerator: $ 50.00 each

- Bathroom: $ 50.00 each
- Apartment (walls, floors, etc.): $ 75.00 each

ISSUES AND CONCERNS

The following should be addressed to both the Housing Office and the Director of Student Life:

- Special circumstances that affect a student's housing
- Issues of concern with regard to residence living
- Apparent violations of the Housing Policy and/or General Regulations

The Housing Policy will be reviewed annually. Recommendations for change may be submitted in writing at any time to the office of the Director of Student Life.