Policy No.: SA 0213

Issued: 11/06/2019

**TEMPORARY EMERGENCY HOUSING ACCOMMODATION POLICY**

Statement of Policy:

Manor College is dedicated to providing access to its programs and services and supporting students.

Scope of Policy:

This policy applies to students.

Administrative Guidelines:

1. Guidelines:
	1. The student must show the following to qualify for temporary emergency housing
		1. Currently enrolled
		2. Attending classes
		3. Documentation of current housing issue.
			1. In limited circumstances, this can be in the form of a written sworn statement.
	2. Living/housing conditions that may qualify a student to receive temporary emergency housing (when available)
		1. Homelessness
			1. This includes individuals who are currently living in substandard housing such as motels, hotels, or campgrounds due to lack of alternative adequate accommodations.
			2. Living in emergency or transitional shelters.
			3. Individuals fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.
		2. Imminent loss of primary nighttime residence (with proof of an eviction notice)
	3. Students are considered on a first come, first serve basis along with the severity of their living situation and the availability of space in the Residence Hall.
	4. Emergency Housing is granted for a 14 day cycle. The maximum stay is granted is 30 days.
2. Application procedure:
	1. The written application must include the following information:
		1. Name
		2. Student ID Number
		3. Student’s Manor email address
		4. Statement of why the student requires temporary emergency housing
		5. Evidence or sworn statement that the student is providing a truthful statement about their current housing issue.
	2. The written application must be submitted to the Vice President and Dean of Student Affairs at: <https://docs.google.com/forms/d/1jyI26tlIAu5XAA1TRQh6a9bziSOiFjUdS8imFVCBAzc/edit?ts=5d9b7728>
	3. The VP and Dean of Student Affairs and the Assistant Director of Residence Life will review the written application and determine if the student qualifies for temporary emergency housing and the availability of housing.
	4. Once a decision has been made, the Assistant Director of Residence Life will send a written notification through regular mail, email to the student’s Manor email, or hand-delivery.
	5. An approval and temporary emergency housing accommodations is granted for up to 14 days stay in the Residence Hall. For an extension, the student must meet with the Assistant Director of Residence Life.
		1. An extension will be based on the viability of securing long-term housing within an additional 14 day cycle, as well as upon the student’s noticeable commitment to continually work with Manor College to seek and utilize campus and area resources.
		2. Approval for an extension of 14 additional days will be determined by the VP and Dean of Student Affairs
	6. The VP and Dean of Student Affairs will notify the VP of Finance and Facilities of any approved temporary emergency housing accommodations within one business day.
3. Obligations of the Student

 The student is required:

* 1. To sign a Residence Life Housing Contract
	2. To abide by all policies as per the Student Code of Conduct.
	3. To meet with the Director of Counseling to develop a long-term housing solution.
1. Rights of the College
	1. The College may institute additional policies at any time regarding the residence hall and campus. The student guest is expected to abide by them.
	2. The College may remove the student at any time without notice. When feasible the College will provide early notice of termination, however in situations that require the quick removal of an individual based on violations of policy, threats to campus safety, and other reasons determined by the College, the College may remove the student immediately and without notice.
	3. At no point does the acceptance of an application turn the relationship between the student and Manor College into a landlord/tenant relationship.
2. Limitations/Restrictions
	1. No free meal plan/Board provided
	2. No Guests
	3. Limited space. Requests will be based on the severity of the need, on availability, and on the order in which the request came in.
	4. No pets.
3. Fees
	1. A housing fee will not be charged during the stay. It is expected that the student will properly clean the room after they leave the Residence Hall. Any damaged (outside of normal wear and tear) incurred during the stay will be billed to the student.
	2. A meal plan is not included in the temporary emergency housing accommodation.
4. Sanctions
	1. Failure to comply with the above policy may result in disciplinary action, up to and including expulsion from the Residence Hall and/or expulsion from the College.
5. Policy references
	1. Student Code of Conduct - SA 0101
	2. All Resident Life Housing policies