

# HOUSING POLICIES

## TABLE OF CONTENTS

### I. Introduction

### II. Notice of Non-Discrimination

### III. Mission and Vision Statements

### IV. Eligibility – Traditional Housing

- a. *Student Housing Eligibility*
- b. *Residential Course Load Requirement*
- c. *Graduate Students*

### V. Application – Traditional Housing

- a. *Housing Application Fee and Housing Pre-Payment*
- b. *Housing Allocations*
- c. *Housing Accommodations through Student Disability Services*
- d. *Renter's Insurance*
- e. *Meal Plans*
- f. *Late Sign-Up*
- g. *Summer Housing*
- h. *Risks of Housing and Communal Spaces*
- i. *Satisfactory Academic Progress*

### VI. Room Assignment Changes – Traditional Housing

- a. *Housing Assignments*
- b. *Room Switches*
- c. *Room Swaps*
- d. *Academic Year Application Students*
- e. *Spring-Only Application Students*
- f. *After the Room Switch and Room Swap Deadline*
- g. *Room Switches for Social Distancing*

### VII. Roommate – Traditional Housing

- a. *Roommate Coordination*
- b. *Roommate Contact Information Privacy Policy*
- c. *Civility and Respect Towards Future Roommates*

### VIII. Removal from Campus Housing (Voluntary and Involuntary) – Traditional Housing

- a. *Housing Cancellation*
- b. *Housing Eviction Process*
- c. *Exceptions to Housing Termination Fees*
- d. *Termination Fees for Housing Removal*
- e. *Resources*

### IX. Move-In and Move-Out – Traditional Housing

- a. *Move-In and Move-Out*
- b. *"No Show" Housing Removal*
- c. *Abandoned Property*

### X. Housing Extensions – Traditional Housing

- a. *Living Area Closure During Fall and Spring Breaks*
- b. *Christmas Break*
- c. *Early Move-In/Spring Extension Policy*
- d. *Student Conduct During Housing Extensions*

### XI. Occupancy Modification – Traditional Housing

- a. *Occupancy Adjustments*
- b. *Waitlists*
- c. *Occupancy Change*

### XII. Requests for Exception – Traditional Housing

- a. *Housing Charges or Fees*
- b. *Housing Exception Committee*

### XIII. Links and Resources

- a. [University Policy Handbook](#)
- b. [Housing Operations Website](#)
- c. [Housing and Meal Plans Cost](#)
- d. [Important Dates](#)
- e. [Residence Life Policies](#)
- f. [Housing Cancellation Deadlines](#)
- g. [Meal Plan Cancellation Policy](#)

### XIV. Eligibility – Graduate Housing

- a. *Graduate Student Housing Eligibility*
- b. *Residential Course Load Requirement*

### XV. Application – Graduate Housing

- a. *Housing Application Fee and Housing Pre-Payment*
- b. *Housing Accommodations through Student Disability Services*
- c. *Renter's Insurance*
- d. *Meal Plans*

### XVI. Room Assignment Changes – Graduate Housing

- a. *Housing Assignments*

### XVII. Roommate – Graduate Housing

- a. *Roommate Contact Information Privacy Policy*
- b. *Civility and Respect Towards Future Roommates*

### XVIII. Removal from Campus Housing – Graduate Housing

- a. *Housing Eviction Process*
- b. *Abandoned Property Policy*
- c. *Housing Cancellation Policy*
- d. *Reimbursement for Housing Removal*

### XIX. Move-In and Move-Out – Graduate Housing

- a. *Move-In and Move-Out*
- b. *"No Show" Housing Removal*

### XX. Requests for Exception – Graduate Housing

- a. *Housing Charges or Fees*
- b. *Housing Exception Committee*

# HOUSING POLICIES

## I. Introduction

Grand Canyon University's Housing Policies do not establish a contractual relationship; rather, the Housing Policies set forth policies, procedures, regulations and requirements that were developed to keep campus living comfortable, safe and organized. GCU reserves the right to alter, change or modify housing policies and/or the housing contract at any time without prior notice. It is the student's responsibility to review these documents before the start of each semester, all housing correspondence during the semester, and the resources provided to stay apprised of any changes.

## II. Notice of Non-Discrimination

The university, while reserving its lawful rights where appropriate to take actions designed to ensure and promote the Christian principles that sustain its mission and heritage, prohibits unlawful discrimination on the basis of age, disability, national origin, race, color, religion, sex, veteran status or any other classification protected by applicable law in its housing policies and related activities. It is the purpose of the university to pursue the very highest employment and academic standards within a context that celebrates and extends the spiritual and ethical ideals of the Christian faith.

## III. Mission and Vision Statements

The Department of Housing Operations manages the housing assignments and logistical needs of the residential communities on campus. Housing Operations oversees the planning of living area allocation and growth, management of the online housing selection processes and the communication of and accountability to housing policies and deadlines. It is the goal of Housing Operations to provide premier, student-centric customer service by keeping students informed of housing opportunities and responsibilities and offering an efficient, intuitive housing selection process. Housing Operations seeks to empower and develop students to navigate housing needs and priorities. Striving for continual improvement of student service, processes and policies is paramount to Housing Operations.

## IV. Eligibility – Traditional Housing

### a. Student Housing Eligibility

Student housing eligibility is as follows:

- Admitted ground traditional undergraduate student at GCU
- Be in good standing with the university
- Must be at least 17 years old and younger than 26 years old at the start of the term
- Meets residential course load requirement (see below)
- Proof of MMR (measles, mumps and rubella) or proof of immunity and meningococcal A with the university meeting the Canyon Health and Wellness Center specifications

Individuals who pose a clear and present danger to other residents including, but not limited to, registered sex offenders are not eligible to live in university housing. Individuals with felonies on their record are required to disclose details of the felony. GCU retains the right to not offer housing to a student on a case-by-case basis at the sole discretion of GCU's Housing Background Check Committee. GCU employees, other than student workers, are not eligible to reside in student housing.

### b. Residential Course Load Requirement

**Undergraduate** residents must maintain full-time enrollment status of 12 credits for fall and spring semesters, eight of which must be taken in the ground traditional campus format. If a resident's course load falls below the course requirement, the resident will be subject to immediate housing removal. Residents below the credit requirement may submit a request to Housing Exception Committee to remain in campus housing.

**Graduate** residents that meet the housing eligibility requirements listed above must maintain full-time enrollment status of eight credits each semester. If a resident's course load falls below the course requirement, the resident will be subject to immediate housing removal. Residents below the credit requirement may submit a request to Housing Exception committee to remain in campus housing.

### c. Graduate Students

Graduate students, including traditional, non-traditional, cohort students and graduate assistants, are not eligible for traditional housing. The exceptions, based on availability, are as follows:

- International students with F1 visas
- Student-athletes (not including club sports)

Graduate students should reach out to Housing Operations for more information.

## V. Application – Traditional Housing

### a. Housing Application Fee and Housing Pre-Payment

A one-time, non-refundable and non-transferable housing application fee of \$250 is required of all students the first time they apply for campus housing.

# HOUSING POLICIES

This fee does not apply toward overall housing costs.

A non-refundable and non-transferable housing pre-payment of \$200 is then required of all residents for each subsequent contract. The pre-payment can only be applied toward housing costs for the term for which they are applying.

## ***b. Housing Allocations***

### **New Student Housing Designation**

Students new to the university who wish to live on campus must live in designated housing unless otherwise determined by Housing Operations. New GCU students are split into two populations:

- At least 17 years old by the start of the term and under 20 by Dec. 31
- 20 years old by Dec. 31 and under 26 years old by the start of the term

### **New Student Living and Learning Communities (LLCs)**

- Eligible new students interested in living in an LLC are able to select a bed in an LLC building only
- Students who opt into an LLC are not able to be part of a linked roommate pair
- Students who want to opt out of an LLC may do so in their housing application

### **Returning Student Housing Designation**

Returning GCU students who wish to live on campus must live in designated returner housing unless otherwise determined by Housing Operations based on availability and the needs of the university.

## ***c. Housing Accommodations through Student Disability Services***

If a student requires unique housing accommodations due to a documented disability or medical concern, they must contact the Office of Student Disability Services at 602-639-6342 or [DisabilityOffice@gcu.edu](mailto:DisabilityOffice@gcu.edu).

Student Disability Services will contact Housing Operations on behalf of a student approved for housing accommodations. Housing for all students, including those with an accommodation, is based on availability.

## ***d. Renter's Insurance***

Please visit the University Policy Handbook to review GCU's policy on personal property liability. Students are provided the opportunity to purchase optional renter's insurance, through a third party provider, while completing the housing application. Renter's insurance is strongly recommended but not required.

## ***e. Meal Plans***

Students living on campus are required to purchase a meal plan each semester. Campus residents must purchase a meal plan that meets the minimum requirements for their living area or classification. If a student does not select a meal plan by the start of the term, the minimum meal plan for their living area and classification will be added to their account. To review minimum requirements and meal plan costs, please see the Housing and Meal Costs page. Students who commit to an academic year contract are eligible to change their spring meal plan through the Meal Plan Change Request Form in their Housing Portal during the fall semester. Please contact Housing Operations for more information regarding spring meal plan changes. Please see the University Policy Handbook for more detailed information on meal plans including cancellations and reimbursements. Information about dining locations and hours can be found at <https://students.gcu.edu/student-resources/campus-dining.php>. Question should be directed to [GCUdining@gcu.edu](mailto:GCUdining@gcu.edu).

## ***f. Late Sign-Up***

Students who sign up for housing 30 days after the start of the fall or spring term may be charged a prorated rate for that semester's housing charges. Students who sign up late for summer housing will be charged the full summer housing rate.

## ***g. Summer Housing***

Summer housing is offered on a limited basis in select living areas for those students working on campus or taking at least one summer course at GCU. Students must complete the summer housing application in order to be eligible to live in summer housing. Information regarding summer housing is available online or by contacting Housing Operations.

## ***h. Risks of Housing and Communal Spaces***

An inherent risk of exposure to a pandemic virus exists in any shared or public space where people are present, including campus housing and campus dining venues. Although GCU and its critical services providers have taken and will continue to take various measures to protect against exposure, those measures will not eliminate all risk of exposure to a pandemic virus. For your safety and the safety of your roommates, other students, staff and our faculty, students are expected to follow healthy hygiene habits and comply with any health and safety policies issued by GCU.

## ***i. Satisfactory Academic Progress***

Students will be restricted during the returner housing application process for the following academic year until the student meets the Satisfactory Academic Progress criteria as determined by the Office of Academic Records (OAR). Students identified by OAR as in jeopardy of academic dismissal after Spring mid-term grades will be removed from their roommate group, have their express renewed booking cancelled, and will be blocked from selecting a bed until they have met the Satisfactory Academic Progress criteria.

# HOUSING POLICIES

## VI. Room Assignment Changes – Traditional Housing

### **a. Housing Assignments**

Housing selection or placements are done on a first-come, first-served basis. Students are encouraged to apply early to secure their desired location. While every effort is made to honor student room selection, Housing Operations retains the right to change assignments based on the needs of the university.

### **b. Room Switches**

Room switches occur when a resident seeks to move from their current assignment to an open bed on campus. A student is the only individual who may initiate a room switch within the housing application. Room switch requests made on behalf of students by any other party (i.e. roommates, parents, other students, etc.) will not be considered.

### **c. Room Swaps**

Room swaps occur when two residents seek to exchange beds with each other. If two students want to swap beds with one another, both students must complete the room swap portion of the online housing portal before the swap will be considered. Room swap requests made on behalf of students by any other party (i.e. roommates, parents, other students, etc.) will not be considered.

### **d. Academic Year Application Students**

Room switches and room swaps are permitted until the established deadline. A student may coordinate a room switch or room swap before the deadline through the online housing portal. View the room switch and room swap deadlines at [gcu.edu/ImportantDates](https://gcu.edu/ImportantDates)

### **e. Spring-Only Application Students**

New residents who move in for the spring semester are permitted to change room assignments until the spring-only [room change deadline](#).

### **f. After the Room Switch and Room Swap Deadline**

Room switches or room swaps after the established deadline are not permitted. Students experiencing extreme or extenuating circumstances may be approved to switch rooms at the sole discretion of Housing Operations, pending availability, prior to the start of the term. Once on campus, students experiencing extreme or extenuating circumstances are encouraged to reach out to Residence Life.

After the start of the academic year, students may not cancel their housing assignment and sign up for a new housing assignment for the purpose of switching rooms. Students who cancel housing for this purpose will be placed in their original assignment, pending availability.

### **g. Room Switches for Social Distancing**

GCU in its sole discretion reserves the right to quarantine and/or isolate any resident suspected of being exposed to or infected with a communicable illness as well as to reassign any such resident to a different room and/or building and restrict the student's access to any common areas, facilities, and other services and/or amenities. Quarantined or isolated residents have no right to reimbursement or compensation of any housing, meal plan, or other fees from GCU or any of its service providers due to such quarantining, isolation, and/or restrictions.

## VII. Roommate – Traditional Housing

### **a. Roommate Coordination**

Students wanting to live with a specific GCU student need to coordinate selecting the same room assignment in the online housing application. Depending on the time of year, students may utilize the optional roommate pair (new student application) or optional roommate groups (returning student application) to room with students they already know. Rooms are selected on a first-come, first-served basis, therefore, it is not guaranteed that roommate pairs or roommate groups will be able to select a room together. Housing Operations will not coordinate the assignments of students who want to room together. New students and returning students select from different available rooms for the academic year process.

### **b. Roommate Contact Information Privacy Policy**

Housing Operations will not share the contact information of GCU students without a student's written consent. Students can find roommate contact information within the online housing application if the student elects to make that information public.

### **c. Civility and Respect Towards Future Roommates**

Harassment of roommates in person, through the online housing application and/or other electronic resources including, but not limited to, email, text or social media will not be tolerated. Students found in violation of this policy will be subject to the Student Conduct Process.

## VIII. Removal from Campus Housing (Voluntary and Involuntary) – Traditional Housing

### **a. Housing Cancellation**

Every housing contract requires either a \$250 application fee or a \$200 pre-payment. Both are non-refundable and non-transferable (see section V.a). Each housing contract has its own set of cancellation deadlines:

# HOUSING POLICIES

## ***Academic Year Housing Contract Cancellation Deadlines and Termination Fees:***

- On or before May 1: No additional fees
- May 2 – July 1: \$200 termination fee
- July 2, 5 pm on first day of the term: \$400 termination fee
- Students must cancel and vacate by 5 pm on the first day of the term for this to apply
- After 5 pm on first day of the term: Resident is responsible for paying full rent for the fall semester, plus a \$400 termination fee for the spring semester
- If a student has taken possession of their fall room and has not vacated by 5 pm on the first day of the fall term, they will be responsible for full fall rent and a \$400 termination fee for spring even if the student has submitted a cancellation form

## ***Spring Only Housing Contract Cancellation Deadlines and Termination Fees:***

- On or before Dec. 1: No additional fees
- Dec. 2, 5 pm on the first day of the term: \$200 termination fee
- Students must cancel and vacate by 5 pm on the first day of the term for this to apply
- After 5 pm on the first day of the term: Resident is responsible for paying full rent for the spring semester
- If a student has taken possession of their spring room and has not vacated by 5 pm on the first day of the spring term, they will be responsible for full spring rent even if the student has submitted a cancellation form

## ***Summer Housing Contract Cancellation Deadlines and Termination Fees:***

- On or before April 22: No additional fees
- April 23, 5 pm on first day of the term: \$200 termination fee
- Students must cancel and vacate by 5 pm on the first day of the term for this to apply
- After 5 pm on the first day of the term: Resident is responsible for paying full rent for the summer semester
- If a student has taken possession of their summer room or is still occupying their spring room and has not vacated by 5 pm on the first day of the summer term, they will be responsible for full summer rent, even if the student has submitted a cancellation form.

Residents must submit a housing cancellation form through their Housing Portal to cancel their housing contract. Remaining contractual and financial obligations including housing charges and housing termination fees are determined by the date of cancellation and the term type (academic year, spring-only or summer) of the housing contract.

Residents who commit to an academic year contract by holding a housing assignment, either by selection or placement, into official or interim housing are financially responsible for both fall and spring semesters.

### **Other Requirements:**

- The resident must vacate their living space and return their room key by the established deadlines.
- The resident is provided two business days to complete checkout instructions, which include vacating your room and returning your room and mail key, once a cancellation form has been submitted except when the Cancellation Deadlines specify 5 pm on the first day of the term.

## ***b. Housing Eviction Process***

Residents who fall below the course load requirement including, but not limited to, dismissed or withdrawn residents, or residents who fail to comply with university policy or staff instructions, are subject to immediate eviction from GCU housing. The following process will take place:

- Housing Operations contacts the resident's student services counselor (SSC) to verify enrollment status (if applicable).
- The resident is served a housing eviction notice with detailed instructions regarding move-out and checkout. The resident is typically provided two business days to complete checkout instructions
- Building staff is notified of the pending eviction
- Failure to move out by the established deadline will result in the following:
  - » \$150 failure to comply fine applied to the resident's account (for each eviction notice)
  - » Building access turned off
  - » Meal plan turned off

Public Safety will remove the resident from all on-campus living areas after resident has failed to comply with the third eviction notice.

Please visit [gcu.edu/ResidenceLife](https://gcu.edu/ResidenceLife) to review check-out requirements.

# HOUSING POLICIES

The university reserves the right to expedite the eviction process in egregious or emergency situations.

## **c. Exceptions to Housing Termination Fees**

In the event of a cancellation the student groups below are provided exceptions to the Housing Termination fees. To qualify for an exception to the policy:

- The resident must submit a housing cancellation form by the established deadline.
- The resident must self-identify on the housing cancellation form as belonging to an exception group by selecting a corresponding reason. Failure to self-identify may result in being held to the Housing Cancellation Policy.
- Housing Operations must be able to verify with the established university entity (SSC, Office of Academic Records, College of Nursing and Health Care Professions, College of Education, etc.) that the resident does qualify for one of the exceptions groups.

### Student Exception Groups:

- Students completing their degree in December will not be responsible for spring housing charges or the spring termination of housing contract fee. These students will be responsible for any non-refundable payments that may have been made. If a student chooses to walk in winter commencement before their program is completed, this exception will not apply.
- Students accepted to a non-local GCU student teaching program will not be responsible for housing charges or the termination of housing contract fee for the term in which they will not be living on campus due to their non-local program. Students accepted will be permitted to apply their housing pre-payment towards other university costs. These exceptions do not apply for the housing application fee
- Students accepted to a non-local GCU study abroad program will not be responsible for housing charges or the termination of housing contract fee for the term in which they will not be living on campus due to their non-local GCU program. Students accepted will be permitted to apply their housing pre-payment towards other university costs. These exceptions do not apply for the housing application fee.
- Students accepted to a non-local GCU Disney College Program will not be responsible for housing charges or the termination of housing contract fee for the term in which they will not be living on campus due to their non-local GCU program. Students accepted will be permitted to apply their housing pre-payment towards other university costs. These exceptions do not apply for the housing application fee.
- Academically dismissed students will be reimbursed housing charges for the term they are dismissed. If an academically dismissed student has already activated their current housing contract by moving in, they will be charged the termination fee for the term they are dismissed. These students will be responsible for any non-refundable payments that may have been made. Academically dismissed students will be expected to move out within two business days.
- Nursing and athletic training students not accepted to these GCU programs or asked to sit out a semester will not be responsible for the housing charges or the termination of housing contract fee for the upcoming semester (defined as the semester in which the student is no longer able to advance in the program). These students will be responsible for current semester housing charges (defined as the semester in which the non-advancement occurred) and/or any non-refundable payments that may have been made even if the student is part of one of the student groups provided exceptions above.
- Students with military orders activating their military status will not be responsible for housing charges or the termination of housing contract fee for the term they will not be living on campus due to those orders. These students will be responsible for any non-refundable payments that may have been made. Student must provide Housing Operations with a copy of the military order including the date the order goes into effect and location.

## **d. Termination Fees for Housing Removal**

Residents removed from housing for reasons including, but not limited to, falling below residential course load requirement, account hold, student conduct sanctions, community threat and/or mental health concerns, will be held financially responsible for the fees associated with the housing cancellation deadlines, even if the student is a part of one of the student exception groups.

## **e. Resources**

For more information about canceling housing and GCU's Housing Cancellation Policy, refer to the following:

- [Housing Cancellation Deadlines](#)
- [Important Dates](#)
- [Meal Plan Cancellation Policy](#)

## **IX. Move-In and Move-Out – Traditional Housing**

### **a. Move-In and Move-Out**

Residents are required to adhere to the move-in and move-out information provided by Housing Operations including but not limited to dates, procedures, etc.

### **b. “No Show” Housing Removal**

Residents must inform Housing Operations in writing by the close of business on their scheduled move-in day if they are unable to move in during their assigned time. Failure to communicate late arrival by the established cancellation deadline will result in a no show status. No show student housing

# HOUSING POLICIES

assignments will be canceled by close of business on the first day of the term. Students will be financially responsible for termination fees and/or full rent as described in the Housing Cancellation Policy.

## **c. Abandoned Property**

The university may declare property abandoned if:

- A resident is no longer eligible for housing and has failed to comply with move-out instructions
- A resident's housing contract has ended and the resident has failed to comply with move-out instructions

After property has been declared abandoned, Residence Life will work with Facilities to store the belongings for up to ten days from the date the property has been declared abandoned. If, at the end of the storage period, the property has not been claimed and the resident has not communicated plans to pick up the items, the property may be donated or discarded.

Extensions to the storage period may be granted at the sole discretion of the Residence Life staff.

## **X. Housing Extensions – Traditional Housing**

### **a. Living Area Closure During Fall and Spring Breaks**

Residents are permitted to reside in student housing during fall and spring breaks with the understanding that meal service may be reduced or completely shut down as determined by the university.

### **b. Christmas Break**

All student housing is closed for Christmas Break and residents must leave campus during this time. Residents who hold an academic year spring booking may leave their belongings in their room during this time. If a resident has canceled their academic year spring booking, they are required to check out and vacate their room by the fall living area closure date. Please contact Housing Operations or refer to **important dates** for the days and times student housing is closed and then reopened.

North Rim Apartment residents are required to turn in their room key prior to departing for break to their RA or resident director (RD). Failure to do so will result in a \$50 fine charged to the resident's account.

Exceptions have been made for select student groups to remain in campus housing during Christmas Break including F1-Visa students, athletes in competition and GCU/GCE student workers.

Residents fitting the above profile must complete the Christmas Break Housing Application through the Housing Portal and be approved by their respective staff leader as determined by Housing Operations to be eligible to remain in housing over Christmas Break. Students must hold a current fall and spring housing assignment to be considered for Christmas Break housing approval. If a student cancels their spring housing assignment or only holds a spring assignment, they will not be approved to stay or move in over Christmas Break. If a student submits a cancellation or is served an eviction notice prior to or during Christmas Break, these privileges will be revoked.

### **c. Early Move-In/Spring Extension Policy**

Students may not move in earlier than their assigned move-in date or continue to reside in their living space after the term-specific living area closure without permission from Housing Operations. Permission is only granted to approved specified housing groups whose respective staff leader has submitted approved student lists by the internally established deadline.

### **d. Student Conduct During Housing Extensions**

Students who are provided the privilege of Early Move In, Spring Extension or Christmas Break housing must follow all university policies. If a student violates the alcohol or drug policies during Early Move In, Spring Extension or Christmas Break, they may be removed from housing for the remainder of the privilege. This decision is at the discretion of the Department of Student Conduct. Other violations during this time may also result in removal from campus housing.

Due to the reduced staff and small community of residents living on campus during Early Move In, Spring Extension and Christmas Break and in light of maintaining a healthy campus culture, the normal sanction process is replaced by the ability to move quickly for these types of violations, including removal from housing.

During Early Move In, Spring Extension and Christmas Break, the Overnight Guest Policy is not available to students.

## **XI. Occupancy Modification – Traditional Housing**

### **a. Occupancy Adjustments**

In the instance the number of occupants in a room or suite does not meet occupancy type, open bed spaces can be filled at any time. Therefore, residents may not remove furniture from the room and must always be prepared for a roommate. Additionally, in the instance a student is the only remaining resident in a room or suite, the university may choose to consolidate the space and move students to a different room.

### **b. Waitlists**

If a student is unable to select their desired room type, they may login to their housing application and place themselves on the desired waitlist.

# HOUSING POLICIES

Please note the following:

- A student may only place themselves on one waitlist
- A student must choose any open bed on campus to ensure that they have a housing assignment before placing themselves on an occupancy preference waitlist
- Waitlist requests must be submitted by the student directly through the application. Requests submitted by parents or another third party are not accepted

## ***Waitlist Placement***

The order of students on a waitlist is determined by the order in which students place themselves on said waitlist through the housing application. By assigning themselves to a waitlist, a student acknowledges and accepts any potential price difference. Each student must meet housing eligibility in order to place themselves on a requested waitlist. The student will be notified via their official GCU email address after the assignment change has taken place. Students are placed from the waitlist on an individual basis. Students forfeit the chance to live with a roommate group or linked pair by placing themselves on the waitlist.

## ***Removal from Waitlist***

If a student no longer wishes to remain on a waitlist, they must remove themselves from the online waitlist. If a student fails to remove themselves from a waitlist, it may result in a housing assignment change along with any associated room charges.

Housing Operations will make three attempts to confirm a student's interest to move into the desired living area. If there is no response from the student, the student will be removed from the waitlist. Students who have moved into campus housing are no longer eligible to be placed from a waitlist.

## ***c. Occupancy Change***

Housing Operations reserves the right to change a student's assignment to fill vacancies in other rooms or change a room's occupancy type from double to triple or triple to double in the residence halls as determined by the needs of the university. Students residing in double occupancy rooms that are being converted to triple occupancy, or triple occupancy rooms being converted to double occupancy, will be notified of the changes including rate modifications. Residents wanting or needing to remain in a triple occupancy room for verified financial need may request to be moved to a different room based on availability and the needs of the university. The university does not offer single occupancy living in the residence halls. Housing Operations will take appropriate steps to consider roommate groups, price point and location before moving a student, if applicable.

Students cannot request the occupancy type of their room to be changed. If a student requests a certain occupancy type, the student will be moved or asked to move themselves to a room meeting their occupancy type requests.

## **XII. Requests for Exception – Traditional Housing**

### ***a. Housing Charges or Fees***

Students requesting a housing charge and/or termination of housing contract fee refund/reimbursement, must do so through the process outlined in the University Policy Handbook.

The Housing Exception Committee does not have the authority to approve housing charge and/or termination of housing contract fee refunds.

### ***b. Housing Exception Committee***

A student may submit a request to the Housing Exception Committee via the housing portal for exceptions to housing policies. The committee meets regularly to discuss the resolution of student concerns and proposals. The committee's actions do not negate the rights of GCU pursuant to the housing agreement unless GCU counsel specifically waives those rights. Requests are discussed on a case-by-case basis and decisions are final.

Charges assessed by Residence Life can only be disputed through [ResidenceLifeAppeals@gcu.edu](mailto:ResidenceLifeAppeals@gcu.edu) and will not be disputed through the Housing Exception Committee. Other financial concerns should be filed through student's SSC and are delegated through appropriate university parties and cannot be considered by the Housing Exception Committee. This process is outlined in the University Policy Handbook.

## **XIII. Links and Resources**

- [University Policy Handbook](#)
- [Housing Operations Website](#)
- [Housing and Meal Plans Cost](#)
- [Important Dates](#)
- [Residence Life Policies](#)
- [Housing Cancellation Deadlines](#)
- [Meal Plan Cancellation Policy](#)



# HOUSING POLICIES

## XIV. Eligibility – Graduate Housing

### **a. Graduate Student Housing Eligibility**

Graduate student housing eligibility is as follows:

- Admitted graduate student at GCU student who has previously lived on campus
- In good standing with the university
- At least 17 years old and younger than 26 years old at the start of the contract term
- Meets residential course load requirement (see below)
- Proof of MMR (measles, mumps and rubella), vaccine or proof of immunity and meningococcal A immunization records on file with the university, meeting the Canyon Health and Wellness Center specifications

Individuals who pose a clear and present danger to other residents, including but not limited to registered sex offenders, are not eligible to live in university housing. Individuals with felonies on their record are required to disclose details of the felony. GCU retains the right to not offer housing to a student on a case-by-case basis at the sole discretion of GCU's Housing Background Check Committee. GCU employees, other than student workers, are not eligible to reside in student housing.

### **b. Residential Course Load Requirement**

Graduate residents must maintain an active enrollment status, with no more than two weeks between the end of one course and the start of the next. If a resident's course load falls below the course requirement, the resident will be subject to immediate housing removal. Residents below the credit requirement may submit a request to Housing Exception committee to remain in campus housing.

## XV. Application – Graduate Housing

### **a. Housing Application Fee and Housing Pre-Payment**

A one-time, non-refundable and non-transferable housing application fee of \$250 is required of all students the first time they apply for campus housing. This fee does not apply toward overall housing costs.

A non-refundable and non-transferable housing pre-payment of \$200 is then required of all residents for each subsequent contract. The pre-payment can only be applied toward housing costs for the term for which they are applying.

### **b. Housing Accommodations through Student Disability Services**

If a student requires unique housing accommodations due to a documented disability or medical concern, please contact the Office of Student Disability Services at 602-639-6342 or [DisabilityOffice@gcu.edu](mailto:DisabilityOffice@gcu.edu).

The Office of Student Disability Services will contact Housing Operations on behalf of a student approved for housing accommodations. Housing for all students, including those with an accommodation, is based on availability.

### **c. Renter's Insurance**

Please visit the University Policy Handbook to review GCU's policy on personal property liability.

Students are provided the opportunity to purchase optional renter's insurance, through a third party provider, while completing the housing application. Renter's insurance is strongly recommended but not required.

### **d. Meal Plans**

Students living on campus are required to purchase an annual meal plan at the time they sign their initial housing contract. This is a one-time required charge, although students may choose to purchase a meal plan with subsequent housing contracts.

The lowest meal plan for campus residents will automatically be added to a student's account at the time of application. Students can choose to select a higher meal plan option. Please visit the Housing and Meal Costs webpage for more information on meal plan costs.

For graduate students living in campus housing, meal plan (dining dollars) changes may be made through Week 2 of the payment period. Dining dollars may not be transferred from the purchasing student to any other individual.

Unused dining dollars will not expire as long as the student remains enrolled at the university. Rollover dining dollars that were forfeited are not available to be reinstated at any time.

Please see the University Policy Handbook for more detailed information on meal plans including cancellations and reimbursements.

Information about dining locations and hours can be found on the [Campus Dining page](#).

Questions should be directed to [GCUDining@gcu.edu](mailto:GCUDining@gcu.edu).

## XVI. Room Assignment Changes – Graduate Housing

### **a. Housing Assignments**

Housing assignments are done on a first-come, first-served basis.

# HOUSING POLICIES

## XVII. Roommate – Graduate Housing

### **a. Roommate Contact Information Privacy Policy**

Housing Operations will not share the contact information of GCU students without a student's written consent. Students can find roommate contact information within the online housing application.

### **b. Civility and Respect Towards Future Roommates**

Harassment of roommates in person, through the online housing application and/or other electronic resources including, but not limited to, email, text or social media will not be tolerated. Students found in violation of this policy will be subject to the Student Conduct Process.

## XVIII. Removal from Campus Housing – Graduate Housing

### **a. Housing Eviction Process**

Residents who fall below the course load requirement, including but not limited to dismissed or withdrawn students, or students who fail to comply with university policy or staff instructions, are subject to immediate eviction from GCU housing. The following process will take place:

- Housing Operations contacts the resident's student services counselor (SSC) to verify enrollment status (if applicable).
- The resident is served a housing eviction notice with detailed instructions regarding move-out and checkout. The resident is typically provided two business days to complete checkout instructions
- Building staff is notified of the pending eviction
- Failure to move out by the established deadline will result in the following:
  - » \$150 failure to comply fine applied to student's account (for each eviction notice)
  - » Building access turned off
  - » Meal plan turned off

Public Safety will remove the resident from all on-campus living areas after resident has failed to comply with the eviction notice.

Please visit [gcu.edu/ResidenceLife](http://gcu.edu/ResidenceLife) to review check-out requirements.

The university reserves the right to expedite the eviction process in egregious or emergency situations.

### **b. Abandoned Property Policy**

The university may declare property abandoned if:

- A resident is no longer eligible for housing and has failed to comply with move-out instructions
- A resident's housing contract has ended and the resident has failed to comply with move-out instructions

After property has been declared abandoned, Residence Life will work with Facilities to store the belongings for up to 10 days from the date the property has been declared abandoned. If, at the end of the storage period, the property has not been claimed and the resident has not communicated plans to pick up the items, the property may be donated or discarded.

Extensions to the storage period may be granted at the sole discretion of the Residence Life staff.

### **c. Housing Cancellation Policy**

Residents who wish to end their annual housing contract early must submit a housing cancellation form through their Housing Portal to cancel their housing contract. Students who cancel a contract prior to moving in will be assessed a \$400 termination fee. If the contract is canceled after moving in, a housing credit will be issued using the same daily rate methodology (\$35 or \$30 per day, dependent on room) for apartment, activity fee, parking and health clinic fees less a \$200 early termination fee for each whole or partial month from the date the resident submits the cancellation form, vacates the room and returns the room key through the end of the contract.

### **d. Reimbursement for Housing Removal**

Residents removed from housing for reasons including, but not limited to, falling below residential course load requirement, account hold, student conduct sanctions, community threat and/or mental health concerns, will be held financially responsible for the fees associated with the housing cancellation policy, even if the student is academically dismissed.

# HOUSING POLICIES

## XIX. Move-In and Move-Out – Graduate Housing

### **a. Move-In and Move-Out**

Residents are required to adhere to the move-in and move-out information provided by Housing Operations including but not limited to dates, procedures, etc. Students are permitted to move in no more than seven (7) days before the start of their program or start date of next class if student is not already active in classes and must move out within 24 hours of the end of their program or the end of the contract, whichever is earlier.

### **b. “No Show” Housing Removal**

Residents must inform Housing Operations in writing by the close of business on their scheduled move-in day if they are unable to move in during their assigned time. Failure to communicate late arrival by the established deadline will result in a no-show status. No-show student housing assignments will be canceled by close of business on the first day of the contract term.

## XX. Requests for Exception – Graduate Housing

### **a. Housing Charges or Fees**

Residents requesting a housing charge and/or termination of housing contract fee refund/reimbursement, must do so through the process outlined in the University Policy Handbook.

The Housing Exception Committee does not have the authority to approve housing charge and/or termination of housing contract fee refunds.

### **b. Housing Exception Committee**

A resident may submit a request to the Housing Exception Committee via the housing portal for exceptions to housing policies. The committee meets regularly to discuss the resolution of student concerns and proposals. The committee's actions do not negate the rights of GCU pursuant to the housing agreement unless GCU counsel specifically waives those rights. Requests are discussed on a case-by-case basis and decisions are final.

Charges assessed by Residence Life can only be disputed through [ResidenceLifeAppeals@gcu.edu](mailto:ResidenceLifeAppeals@gcu.edu) and will not be disputed through the Housing Exception Committee. Other financial concerns should be filed through student's SSC and are delegated through appropriate university parties and cannot be considered by the Housing Exception Committee. This process is outlined in the University Policy Handbook.

**Any question of interpretation or application of these housing policies will be referred to the Dean of Students or their designee for final determination.**

Grand Canyon University is accredited by the Higher Learning Commission (HLCCommission.org), an institutional accreditation agency recognized by the U.S. Department of Education. The information printed in this material is accurate as of JANUARY 2023. For the most up-to-date information about admission requirements, tuition, scholarships and more, visit [gcu.edu](http://gcu.edu). Approved by the Manager of the Department of Housing on Jan. 13, 2023. ©2023 Grand Canyon University 22HOU0091