



**The Art Institute
of WashingtonSM**

A branch of The Art Institute of Atlanta

CREATE TOMORROW

Certified by SCHEV to operate in Virginia

[what's in here?]

| | |
|---|----|
| Description of Properties | 3 |
| Policies, Standards, Rules, and Regulations | 4 |
| What do you do NOW? | 8 |
| The Application! | 9 |
| Roommate Matching Survey | 10 |

[properties]

Properties that The Art Institute of Washington houses students in...

Below are four properties where The Art Institute of Washington currently houses students. Keep in mind that the student population grows, additional housing at other properties might be secured. Rest assured that every student will have an apartment similar to the facilities described below. Depending on the number of incoming students, some students might have to be assigned temporarily at the beginning of the quarter. If that is the case, you will know this before you move in. Please also remember that assignments are done on a space available basis. The Art Institute of Washington will select the facility students will live in.

Subject to Change

Featured School-Sponsored Housing Locations

The Buchanan
320 23rd Street South
Arlington, VA 22202

Crystal Towers
1600 South Eads Street
Arlington, VA 22202

Meridian at Ballston
900 N Stuart Street
Arlington, VA 22203

Meridian at Courthouse
1401 N Taft Street
Arlington, VA 22201

The following amenities are available at select communities:

- 2 Bedroom–2 Bath apartments
- basic apartment furnishings
- fitness facility and/or pool
- a balcony or sunroom
- cable and internet access in each apartment
- courtyard area
- Click Café (Internet Cafe)
- Short commute by MetroBus and/or MetroRail to The Art Institute of Washington campus
- Reasonable commute to Pentagon City Mall, Ballston Commons Mall, Express, Nordstrom's, and Macy's

[policies]

Policies, Standards, Rules, and Regulations

Student Housing Policies

Eligibility for Residency

The Art Institute of Washington cannot make a housing assignment until an applicant has been officially accepted by the college. Continuing residency shall require concurrent registration at The Art Institute of Washington. Before a student can get an apartment assignment, he/she must have submitted a completed application, a \$250 deposit, and have a signed financial plan on file at the college.

Some property management companies requires a criminal background check, prior to move-in. Students must successfully meet property management criteria in order to reside in their community. Be sure to fully disclose any information relating to past criminal behavior on your housing application.

Care of Apartment

Every resident signs a Student License Agreement agreeing to maintain the condition of his/her apartment, furnishings and appliances. The student is responsible for the condition of the apartment and furnishings assigned to him/her and shall reimburse The Art Institute of Washington for all damage to or loss of these accommodations and furnishings. Residents of an apartment may also be required to share the expense of repair or replacement of any property or cleaning in areas commonly used by the residents. Charges will be assessed to the student by The Art Institute of Washington and must be paid promptly. Determination of the amount of such loss or damage, selection of repair method, and scheduling of repair, shall be made by The Art Institute of Washington at its sole discretion.

Room Assignments/Occupancy Policy

The Department of Housing Services will assign accommodations according to gender without regard to race, religion, age, creed, sexual orientation, disability, national origin or any other characteristic protected by state, local or federal law. The student is not guaranteed a specific residence, and in fact, can be relocated at the convenience of The Art Institute of Washington. Roommate requests may be submitted, but they are not guaranteed.

All apartments in school-sponsored housing are non-smoking. Every effort will be made to assign non-smoking students with other non-smoking students.

Policies, Standards, Rules, and Regulations

Standards and Regulations

Alcohol

Regardless of a student's age, the possession or consumption of alcoholic beverages is prohibited in any apartment property including apartments, grounds, and parking garage. Possession, consumption, and/or intoxication will result in disciplinary action.

Cleaning

Apartment care and cleanliness is the responsibility of the apartment residents. All rooms must be kept clean for sanitation reasons. You are responsible for providing your own cleaning equipment (i.e., vacuums, cleaning products, etc.). Apartments will be inspected periodically for cleanliness by Department of Housing Services staff members. In cases where deficiencies are observed, residents will have up to 48 hours to comply with standards. Failure to do so will be considered a violation of housing policy and may result in eviction. Students may also be assessed the cost for commercial cleaning.

Damages

Damage beyond normal wear and tear to apartments or furnishings is the student's responsibility. Damage and cleaning charges will be determined by the Department of Housing Services. Repair or replacement will be accomplished at the sole discretion of The Art Institute of Washington and may not be done or assigned to contract by residents. In cases where the individual who caused the damage cannot be identified, repair or replacement costs will be prorated among the residents of the apartment at the sole discretion of The Art Institute of Washington. Failure to pay damage charges will result in a hold being placed on the student's account, preventing registration, release of grade reports or transcripts, and may result in removal from student housing.

Drugs

Federal and state law prohibits the possession, sale, and use of illegal drugs, narcotics, or drug paraphernalia. Any student found to be using, distributing, or possessing drugs or drug paraphernalia (including but not limited to hookahs, rolling papers, etc.) is subject to disciplinary action under The Art Institute of Washington Code of Student Conduct and to prosecution by appropriate authorities.

Policies, Standards, Rules, and Regulations

Standards and Regulations

Fire Hazards and Fire Safety

A fire alarm may indicate a drill or real fire. Failure to evacuate the apartment when a fire alarm sounds will result in disciplinary action and possibly criminal prosecution. To prevent fires, the burning of candles and incense, potpourri burners, flammable liquids (i.e., gasoline, propane, kerosene) open-flame grilling, space heaters, and any other use of open-flames are not permitted in the community. Tampering with or misusing fire and safety equipment (including, but not limited to: fire alarms, door alarms, fire extinguishers, exit signs, smoke or heat sensors, sprinkler systems) is prohibited and will result in disciplinary action, including suspension or eviction from school-sponsored housing.

Guests

Residents may have guests visit their apartment between 8:00am and 12:00pm. Students should be respectful to his/her roommates and the people that live in the community by not taking advantage of this privilege. Every school-sponsored housing resident is responsible for the behavior of his/her guests. No “squatting” is allowed. Residents will be held responsible for any person that squats in their apartment.

Noise

Out of consideration for other community residents, students are expected to ensure that noise does not disturb others. Residents may not play stereos, musical instruments, or other equipment so loud as to be heard outside the apartment. The Art Institute of Washington expects students adhere to these polices when outside of their apartment as well.

Room Entry

The Department of Housing Services staff may enter a resident’s apartment at any time. Inspections, both announced and unannounced, will be conducted throughout the quarter.

Weapons

Weapons, including firearms of all types, knives (except those necessary for the kitchen or Culinary Arts program,) fireworks, and explosives pose a serious danger to all residents and are strictly prohibited.

Security

Residents should:

- Keep apartment doors locked at all times.
- Use the peephole on your door to identify a visitor before permitting entry.
- Do not give out gate codes or access cards.
- Report a lost key as soon as loss is apparent.
- Take care of your keys. Do not duplicate or let any one duplicate your keys.
- Do not give your key to anyone else.
- Do not leave your valuables, like your wallet, checkbook, or jewelry in open view.
- Look out for your fellow students.
- Report any and all suspicious behavior to the Department of Housing Services and the property management or local police as appropriate.
- Communicate with your roommates when you have guests come into the apartment.

When Walking:

- Stay alert. Keep your mind on your surroundings, who's in front of you and who's behind you.
- Don't get distracted. If you are worried about something, ask a friend to walk with you.
- Communicate the message that you're calm, confident and know where you're going. Stand tall, walk purposely, and make quick eye contact with the people around you.
- Trust your instincts. If you feel uncomfortable, leave the situation.
- Plan the safest route to your destination and use it. Choose well-lighted busy pathways and streets, avoiding alleys, vacant lots or construction sites.
- Know your neighborhood and the campus. Find out which buildings are open late and where you can go to summon help if needed.
- Carry your purse close to you body and keep a firm grip on it. Carry a wallet in an inside coat or trouser pocket, not in the rear trouser pocket.
- Have your car or house key in hand and ready as you approach your vehicle or home.

Smoking

The Art Institute of Washington school-sponsored housing apartments are smoke free.

Trash Removal

Removal of trash from private living areas (bedrooms, kitchens, and apartments) is the joint responsibility of the students' who live in that apartment. Trash should be deposited appropriately.

[what now?]

So you have decided that housing is right for you...what do you do now?
Easy... Just...

1. Fill out the application.
2. Turn the application and \$250 deposit to: \$100.00 is refunded at the end of 3 quarter license period upon moving out of school-sponsored housing-not refunded if one has a license break.

Department of Housing Services
Department of Student Affairs
The Art Institute of Washington
1820 North Fort Myer Drive
Arlington, VA 22209-1802

3. Work with your financial planner.
4. Sign your financial plan.
5. Once you have signed your financial plan, Housing Services will send you an e-mail with your housing assignment. This e-mail will includes a list of items to bring.

Please note: If you have not signed your financial plan by move in, you must do so in order to receive your keys. Your security deposit will hold your space. However, be reminded that cancellations within 30 days of move in will forfeit your \$250 deposit. The Art Institute of Washington recommends that you get all your paperwork done in advance to alleviate stress.

6. Attend the orientation on the appropriate day. Orientation typically takes place a day before your academic orientation. There you will sign your license agreement and fill out any other necessary paperwork.
7. Move in!

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[application]



Housing Services

Application for School-Sponsored Housing

Please complete the following information and submit with a \$250 rent and restoration or reservation deposit (make checks payable to The Art Institute of Washington) if you are interested in living in school-sponsored housing. This deposit is to secure (a) the due payment of the Occupancy Charge (b) the payment of the faithful performance of all your other obligations under the housing contract. If you cancel this application, \$100 may be refunded.

The rate for school-sponsored housing is \$3,533.00 per quarter per student for the Summer '11-Spring '12 term. After submission of this application you will be sent a student license agreement for your review and completion. Students may not apply for housing until they have signed their Student Financial Plan. Applications should be returned to the Department of Residential Life and Housing Services.

For which start date are you requesting housing?

January February April May July August October November Year _____

[Please print]

[Name] _____ [ID Number] _____

[Street Address] _____ [City] _____ [State] _____

[Zip] _____ [Home Phone] _____ [Cell Phone] _____

[E-Mail] _____ [Male/Female] _____

[Admissions Rep] _____ [Course of Study] _____

COMPLETED APPLICATIONS ALONG WITH RENT AND RESTORATION DEPOSIT SHOULD BE RETURNED TO:
Department of Housing Services
The Art Institute of Washington
1820 N. Fort Myer Drive
Arlington VA 22209
Fax: 703-247-3590

FOR OFFICE USE ONLY
[Admissions] Date received: _____ Copy to SFS Date: _____ Plan Date: _____ Initials _____
[Accounting] Deposit Received Date: _____ Cash Check Credit Card Initials _____
[Housing] Date received: _____ CARS Placement: _____ Placement Sent: _____

Have you ever been convicted of, or plead guilty to, a crime other than a summary traffic offense? yes no
[If yes, describe in full]

[Roommate Matching Survey]

This survey will help us find a roommate most likely to match your needs, but it is NOT meant to imply we can accommodate an or all of your preferences and lifestyles with roommate matching.

Do you smoke? Yes No Non-Smoker but don't mind living with a smoker

Please understand that student housing is smoke-free, however some students are smokers and for those with allergies we wish to place in a non-smoking setting

Are you a Night owl Early riser?

How orderly/neat are you about the upkeep of your living area? Spotless Neat Moderate Messy

How would you describe your lifestyle? Quiet Social Very Social

Music Preference [check all that apply] Alternative Country Jazz Pop Rap R&B Religious
 Rock Other _____

Personality [check all that apply] Honest Talkative Introverted Extroverted Quiet Outgoing Private
 Open Minded Conservative Detailed Independent Patient Funny

Please prioritize the following categories which will be used in matching you with a roommate. Rank 1- Most Important to 6- Least Important

Smoking Housekeeping Morning/Night Person Music Interests Personality

I give The Art Institute permission to release my name, phone number and/or e-mail address to my roommate(s) once room assignments have been made.

[Signature for release of information] _____

Housing Assignments are sent no more than two weeks prior to the start date via e-mail to the address listed on the front of this application. Assignment may not be made without a rent and restoration deposit. The priority deadline for returning the school-sponsored housing application is two weeks prior to the quarter start.

[Student Signature] _____