

### **Flex Housing Policies**

Flex Housing is a housing option in which the assignment process is not restricted or influenced by gender. Any student, regardless of gender, may choose to live with each other in the same room and/or same space of a designated living unit within University Housing.

Students may choose to apply for Flex Housing if they meet the following criteria:

- Currently live on campus
  - Be eligible for on-campus housing. This process is only open to returning students who would normally qualify to reapply for on campus housing.
  - Be in good judicial standing with the University
1. All applicants must agree to live with each other and the policies/procedures of Flex Housing before entering into housing selection and assignment.
  2. If an opening occurs within the Flex Housing unit the space will be filled by one of the following methods:
    - a. The students in the unit will have 3 business days to pull in another roommate to fill the vacancy. This person must either be currently living on campus or eligible for on-campus housing.
    - b. At time of application students within the group may all agree to a roommate who also applied for Flex Housing be placed within the unit.
    - c. If the students in the group do not pull in a roommate nor do they agree to have an approved applicant placed to fill the vacancy then the unit will move from the flex housing arrangement to traditional housing assignments. This will more often than not result in students being forced to move to different housing. The Housing Office will work with the students to facilitate moving, if necessary, to traditional housing. Reassignment will be based on best match among available beds.
    - d. University Housing reserves the right to consolidate students in Flexible Housing if necessary.
  3. Room change request policy and procedure will not change, however, students will have the option to move within flexible and traditional housing as long as the criteria is met and agreed upon
  4. Applying for Flex Housing is not a guarantee of space.

### **Flexible Housing Procedures**

1. Students who wish to live together in Flex Housing must first form a group of three or four residents for a unit and then designate a group leader. Groups must fill an entire unit.
2. The group leader will download a Flex Housing Form & Agreement from the Housing website and submit it to University Housing no later than January 25, 2019.
3. The Housing Office will meet all groups applying for Flex Housing to ensure they understand how the agreement differs from traditional housing policies. The entire student group must meet with a staff member from University Housing between the dates of February 1, 2019 and February 8, 2019. The group leader will be the point of contact for University Housing when setting up a meeting with the entire group.
4. Applicants will be given the option to have a random individual student (who also agrees to the policies of Flex Housing) placed with them if a vacancy within the unit were to occur. The Housing office will discuss with them the pros/cons of this decision.
5. If all students involved agree to the terms of flexible housing and space is available then University Housing will approve their application. The Housing office will then ensure each person has signed the Flex Housing Form & Agreement.
6. The Housing Office will then make assignments for groups approved for Flex Housing based on availability in building preference and date of application.

The Flex Housing Form & Agreement can be found on the University Housing website at [housing.nku.edu](http://housing.nku.edu)

### **Remember that if you apply for Flexible Housing you must still do the following:**

- **Complete the online Housing/Dining Agreement**
- **Submit the \$200 non-refundable prepayment**