

**Alaska International Education Foundation, Inc.**  
***Westchester International House***  
**Residence Application Process**  
**and**  
**House Rules**

*Please, as a possible future resident, take the time now to review this document, and contemplate its meaning in your everyday life in the residence.*

Irma Scavenius, a long-time Alaskan teacher, created the Alaska International Education Foundation (AIEF) with the goal of increasing mutual understanding between Alaskans and people of other countries. The Foundation is organized as a non-profit corporation under Section 501( c)(3) of the Internal Revenue Code. It strives to achieve one of Mrs. Scavenius' goals by accommodating international students at Mrs. Scavenius' former residence 2009 Wildwood Lane, also called the Westchester International House or The International House

The Foundation's Housing Committee and Executive Coordinator/Residence Manager make all decisions regarding applicants and use of the residence. Housing Committee meetings are held on a regular basis, as needed. The Foundation's Office, Board of Directors and the Foundation's Residence are staffed by an Executive Coordinator/Residence Manager.

### ***Residence at 2009 Wildwood Lane – Westchester International House***

The Foundation's residence is located in the Turnagain Area of Anchorage in a beautiful, convenient location close to West High School. There are common living areas shared by residents. Some covered parking with plug-ins for block heaters is available, as well as limited enclosed storage (shed).

The Executive Coordinator/Residence Manager is the liaison between the residents and the Foundation's Housing Committee. The Executive Coordinator/Residence Manager works with residents to assure adherence to the residence policies. The Executive Coordinator/Residence Manager assists residents with the transition to residence life and American customs and is generally available from 7:00 p.m.-8:00 pm weekdays and at variable times on weekends. See or call the person identified in the emergency contact list located in the Resident's Com Book on the entry way table, if the Executive Coordinator/Residence Manager is not available.

### **Application Process: Eligibility Criteria and Required Documents for Residency**

If you would like to stay at the Foundation residence you must provide the Housing Committee with a completed residency *application* **at least one month before you would like to move in.** Early application is encouraged. The Housing Committee attempts to decide all residency applications the first regular meeting after the request is submitted. Applicants will be informed by letter as soon as possible after the Committee reaches a decision. In addition to your completed residence application form, the Foundation also requires applicants to submit *copies of the the following documents:*

1. **Visa:** As part of your application for housing, please provide a copy of your current student F-1 visa **and** U.S. Immigration and Naturalization Form I-20. If your visa status changes, please provide the Executive Coordinator/Residence Manager with an updated copy of your visa (or application copy) which will be forwarded to The Housing Committee. A letter advising circumstances for change of status is also required.
2. **Transcript:** A recent transcript from your native country is required as part of our application package. This document needs to be translated into English. If you are currently attending a university in Anchorage please forward a copy of your transcript after each semester to the Executive Coordinator/Residence Manager.
3. **Emergency Contact/Sponsor:** In the case of emergency, medical or otherwise, the Foundation requires a letter from a contact person located in Anchorage. In some cases, a resident's contact will be the person recommending them to the Foundation, or a Foundation Board member. A resident will not be accepted until a local (Anchorage) emergency contact is verified.
4. **Provide Proof of Health Insurance:** Because health care in the United States is not free, the Foundation expects all applicants to arrange some form of medical insurance coverage. For some grant recipients (IREX), American health insurance is included for the length of stay in the US. Both APU and UAA offer a basic health insurance package to their students for a monthly fee. Also, the Foundation has a supply of health care insurance applications. **The Foundation does not provide health insurance or treatment under any circumstances.**
5. **Special Needs:** If you have any special individual needs include them in your application and please discuss them with the Executive Coordinator/Residence Manager.
6. **Visit:** The Housing Committee gives special consideration to recommendations of the Executive Coordinator/Residence Manager. It will assist with the possible acceptance of your application for you and/or your sponsor to visit the property and meet with the Executive Coordinator/Residence Manager prior to submitting your application for consideration.
7. **Enrollment:** Provide a copy of Enrollment from the University or College showing acceptance for the current semester(s).
8. **Two current letters of reference** (personal recommendation) stating what they know about your character and at a minimum, why you should be a consider for residency at the International House. Letters must be from persons who have known you at least one year such as former instructors, friends, employers, business associates, etc. Letters must include printed name of the person, their contact phone number, mailing address, e-mail, fax and/or web site information.
9. **Internship/Teacher:** Provide a copy of appropriate U.S. Immigration and Naturalization Form and other documentation which proves current employment.
10. **Acceptance:** The Foundation's acceptance is limited to the person or people listed in the residency application and is not transferable.
11. *Include the signed last page of this document (the House Rules) indicating you have read, understand and agree to comply with every House Rule in this package.*

# Life at 2009 Wildwood Lane – House Rules and Regulations

## 1. Utility Contribution

The Foundation requires residents to pay varying amounts per month to help cover part of the residence's utility costs. Payments are due on the first of the month and should be given to the Executive Coordinator/Resident Manager. All residents will receive a receipt for their utility contribution. These payments are non-refundable. The Housing Committee may waive or reduce payments on cases of individual hardship. You must apply in writing to the Housing Committee one month or as soon as possible BEFORE your Utility Contribution is due in order to be considered for a waiver. Requests for Waiver of Utility Contribution will not be considered after the due date of the Utility Contribution.

The Housing Committee may also request residents completing paid internships to contribute more, however, these residents will be given written notification of its intention either one month before increasing payment or before the resident arrives. Utility contributions help AIEF off-set some expense of maintaining this residence and allows us to offer more support for other programs.

## 2. Respect Cultural and Gender Differences

Residents may share common living space with “housemates” of different gender and nationality. In every instance, residents shall strive for “common understanding,” and to respect privacy and cultural differences. Celebrating diversity of culture is at the core of our Foundation's mission. While areas of misunderstanding may develop because of differing cultural backgrounds, if residents use these misunderstandings to learn, understand, and accept cultural differences, part of our Foundation's goals will be met.

## 3. Privacy

Respect for the privacy of others and their possessions is understood in American culture but may not be understood by residents from other cultures. If you have privacy issues not listed in this policy, please contact the Executive Coordinator/Residence Manager.

## 4. Up-Keep and Cleaning

It is expected each resident will assist with normal cleaning and upkeep of the property. Kitchens will be kept clean and bathrooms will be sanitized on a weekly basis. A 13 gal covered trash receptacle, including trash liners has been provided for each kitchen. All cleaning materials, including laundry soap, are the responsibility of each resident. Cleaning all common areas will be shared by all residents. A vacuum cleaner is provided by the Foundation. Garbage cans will need to be moved to the street early Tuesday morning and residents will share this responsibility. A recycling station has been established under the carport.

Cleaning of bedrooms, common areas and “chores” necessary to maintain the residence will be assigned by the Residence Manager and agreed to by residents at monthly Residents Meetings. Interior garbage cans will be cleaned and sanitized weekly.

To prevent flies, offensive odors and unsafe/unsanitary/unhealthy environments, no cooked or left over foods will be left on stove tops, counter tops or table tops. **No food or drink is to be taken into bedrooms.** All foods will be properly covered in appropriate size containers and stored in the refrigerator. If food is trash, it will be properly disposed of either through proper use of the disposal if available or wrapping and placing in garbage can. Recycled trash will be handled as per instructions.

At no time will interior garbage cans or recycle cans in the kitchen or trash cans in bathrooms be allowed to fill to capacity before being removed and dumped to larger containers under carport.

### **5. Alcohol**

We permit consumption of beer and wine with a meal and upon special occasions only for those persons who are 21 years of age or older.. *A policy of moderation is expected at all times. Minors (anyone under 21 regardless of Nationality) shall not be served or consume alcohol on the premises under any circumstances. A violation of this house rule may result in a request from the Board that you leave immediately.*

### **6. Meals**

Each resident is responsible for purchasing and preparing their own food. Carr's, a local grocery store, is within walking distance. Food cost share arrangements are the responsibility of each resident.

### **7. Transportation**

PeopleMover, the Anchorage municipal bus service is within a five-minute walk to the West High School bus stop.

### **8. Maintenance and Utilities**

The Foundation will provide for the maintenance and utility service for the residence. This includes snow plowing of the driveway, which is done by an outside contractor. Residents should not attempt to repair or maintain the building, facilities, equipment or grounds without first consulting with the Executive Coordinator/Residence Manager.

*No phone service, cable TV or any service whatsoever can be contracted by a resident without going through the Executive Coordinator/Residence Manager prior to initiating contact with service provider.*

Residents are expected to share the responsibility of snow removal on all walkways and deck areas and assist with spring thru fall yard maintenance, including raking of leaves and mowing the lawn. Additionally, residents are to participate in the 2 (two) hour weekly chore list assigned by the Executive Coordinator/Residence Manager. Residents are expected to use *environmentally safe* and friendly procedures when cooking, cleaning and using all utilities, i.e. use dishwasher when available, do not leave water running, always use full loads in washing machine, turn off lights when not in use, etc.

### **9. Length of Residency**

As a general rule, the Board assumes residents will reside for the period listed on their application, and that this period will not exceed one academic year. If you feel your educational needs require you to stay longer than one academic year, you need to re-apply to the Housing Committee to request an extension. The Housing Committee may grant extensions upon written request on an individual, space available, basis.

All residents must have valid, student or non-work visas. The Housing Committee and/or Executive Coordinator/Residence Manager will review each resident's status on a quarterly basis. If a resident's change in status (graduation and acceptance of employment) means a resident no longer fits within the Foundation's mission, that resident will be given 30 days notice to seek alternate

accommodations. Students pursuing employment visa status changes will be considered on an individual, case-by-case basis.

### **10. Use of Storage Shed**

The unheated, unsecured storage area is available for residents' limited possessions. It is an enclosed area, which is padlocked, with the key available by contacting the Executive Coordinator/Residence Manager. Please limit what is stored in this area. We will attempt to define different shelves for each resident. All items must be marked or tagged or otherwise identified as yours. Any unidentified item is subject to removal at any time. The storage shed is primarily used for the Foundation's tools, equipment and supplies. The Foundation can not be responsible or liable in any way at any time when any personal item(s) or belongings stored in the shed.

### **11. Visitors**

Our residence is not a university dormitory. Out of mutual respect for other residents, we try to minimize overnight visitors. Since bathroom facilities are shared, any increase in residents results in inconvenience for those in residence. If you have an immediate family member who wishes to visit, and your roommate agrees to share your bedroom, please get advance permission from the Executive Coordinator/Residence Manager and Housing Committee. Spare roll-a-way cots are available for these short visits. We need to emphasize strongly that overnight visitors will be kept to a minimum so as to not interfere with other residents lifestyle, privacy, and study habits.

**Residents are responsible for actions of their visitors, and should familiarize their visitors with all requirements of this policy.**

### **12. Abuse**

Abuse of any type be it physical, sexual, emotional, financial or any other type is not tolerated. Report any abuse or suspected abuse to the Executive Coordinator/Residence Manager, then the Housing Committee Chair and then to the Chairman of the Board of Directors if resolution is not achieved at the lower levels. If resolution is not achieved through the Chairman of the Board, contact the Anchorage Equal Rights Commission at 907-343-4342.

### **13. Parking**

Our residence has a carport and several driveway parking areas. Residents should not plug in vehicles for over three hours, unless temperatures are 10°F below zero. Parking under the carport is not guaranteed for each resident. You may only park one vehicle at the residence. Visitors may park in cleared driveway areas. Please avoid parking in the street as this is a residential neighborhood and we share street parking with our neighbors. If you have visitors, please advise them of alternate parking spots on the property so as to not block other vehicles. Parking in the circular driveway is not permitted at any time. If you have a vehicle, you must provide a copy of your driver's license and proof of insurance to the office prior to parking any vehicle on AIEF property. Under no circumstances will AIEF be liable for any use or misuse of any vehicle operated by any resident for any reason at any time, whether on or off AIEF property.

### **14. Security**

Each person will be issued a front door key to the residence, and to the bedrooms which have locking doors. Lost or misplaced keys will be replaced for a fee of \$10.00 each. Keys can not be duplicated. Entry to the premises is not allowed to persons who have been previously evicted. The names of those individuals will be posted on the door. No one, unless they are an invitee and known to the resident are allowed on the premises. Allowing access to former residents who have been evicted is grounds for immediate termination of residency. **Be certain the front door is locked when you leave the residence, and after you enter, as our insurance requires us to have doors locked in case of any thefts.**

## **15. Noise**

Our neighborhood is in a quiet residential area. Residents must respect our neighbors, and keep noise at the residence at a minimal level. Quiet hours are to be observed generally from 10:00 pm on weekdays and 11:00 pm on weekends. *Please understand many people need quiet time for study, as learning in a non-native language is difficult.*

## **16. Smoke Free Residence**

Our residence does not allow smoking indoors in the residence, Foundation office, or storage shed.

## **17 Drug Free Residence**

Only over-the-counter or prescription medications for individuals are allowed to be used on the premises. **A violation of this house rule will result in an immediate termination of residency.**

## **18. Laundry Room Provided**

A washer and dryer is provided. For energy conservation purposes, please try to limit to three loads per week. Residents must provide their own laundry products, always use full loads in washing machinem use cold water whenever possible. Oily materials or fabrics with acids of any type are not allowed in washer or dryer.

## **19. Use of the Board Room**

The Foundation Office and Boardroom is a private area and may be used with permission of the Board. If you wish to use this area, a written request should be given to the Executive Coordinator/Residence Manager at least 3 days prior to the event.

## **20. Pets**

Residents may not keep pets without prior written approval from the Board of Directors.

## **21. Firearms**

Residents may not keep firearms at the residence. If you bring firearms, or purchase them in Alaska, you must make arrangements to store them off the premises. **A violation of this house rule may result in an immediate termination of your residency.**

## **22. Damage**

The Foundation expects any resident who damages the residence or any of the contents of the residence or whose visitors damages Foundation property to pay the cost of repair or replacement. Residents who willfully damage Foundation property or whose visitors willfully damage Foundation property will have their residency terminated immediately.

## **23. Absence from Residence**

When you are going to be away from the House for two days or longer, notify the Executive Coordinator/Residence Manager of your plan (in general where you will be going – if hiking, boating, etc.), estimated time and date of return and contact telephone numbers, in case of emergency.

## **24. Internet Fees**

AIEF supplies a secure high speed wireless unlimited internet connection for a nominal fee. An internet fee of \$20.00 (twenty dollars) per month over and above the Utility Contribution is charged to all residents to cover the cost of providing internet service. This amount is collected separately from the Utility Contribution and will not be included in any grant housing applications or awards. The internet fees are due and payable on the first of every month with the same requirements as Utility Contributions. Please see House Rule #26.

All new residents must be willing to submit computers and all electronic devices (hard drives and anything that will be hooked up to the system) to AIEF's IT contractor for a virus and other scan (no charge to the resident) prior to receiving access to AIEF's system. In no case, can the network/password information be shared. Violation of this rule is grounds for immediate termination of residency. Access to AIEF's system is permitted only for purposes related to residency, i.e. educational endeavors or internship pursuits. Again, any deviation from these limited purposes are grounds for immediate termination of residency. Should one desire to play games, download music dvd's or other non-permitted activities, contact the Resident Manager for commercial options available, service providers in the area and contact information. Installation of service must be coordinated through the Resident Manager regardless of service provider selected. Resident is solely responsible for all installation and montly fees for additional service provider.

### **25. Compliance Review**

On a sememster basis, the current house rules will be reviewed with the Executive Coordinator / Residence Manager. Copies of all documents (Visa and / or I-20, etc.) will be made and dated for your file and a current transcript of your most recent sememster's grades will be provided to the Executive Coordinator/Residence Manager for the files.

### **26. Utility Contribution / Internet Fee Late Payment Penalty**

Should the Utility Contribution /Internet Fee owed by the resident not be paid on the 10<sup>th</sup> day of the month in which it is due, a late payment penalty of 10 percent of the Utility Contribution /Internet Fee payment will be added to the Utility Contribution, effective on the 10<sup>th</sup> of the month. For every 10 days thereafter that the Utility Contribution /Internet Fee is not received by the Executive Coordinator/Residence Manager, an additional 10 percent of the Utility Contribution / Internet Fee will be added to the base amount (original Utility Contribution).

Consideration or waiver of Late Payment Penalty(ies) may be given if written notification is received by the Executive Coordinator/Residence Manager by the 5<sup>th</sup> of the month stating expected payment date and other pertinent information.

Residents whose Utility Contributions / Internet Fees are 30 days past due may have their residency terminated without further notice.

### **27. Contact Information**

The mailing address is: Alaska International Education Foundation, Inc.  
2009 Wildwood Lane  
Anchorage, AK 99517-1332

Telephone: 907.279.1380  
Facsimile 907.278.0624  
e-mail [aief@gci.net](mailto:aief@gci.net)  
web site [www.akinternationalef.org](http://www.akinternationalef.org)

**Agreement, Understanding, and Acceptance of House Rules**  
**Alaska International Education Foundation, Inc.**  
*Westchester International House*  
**2009 Wildwood Lane**  
**Anchorage, Alaska 99517**

The Foundation expects residents staying at 2009 Wildwood, Anchorage, Alaska 99517 to abide by all of the rules outlined herein. Should you not abide by all of the rules listed in this document, the Board of Directors will exercise their right to terminate your residency within 48 (forty eight) written hours notice.

**If you break any of the rules listed above, especially those related to alcohol, firearms, drug use, or damage, the Board may terminate your residency immediately.**

I understand and agree to abide by the requirements for residency, the applications process, the review compliance and expected behavior of residents of Alaska International Education Foundation as described herein.

To indicate your acceptance of these rules and regulations, please sign below.

\_\_\_\_\_  
Resident Printed Name                      Resident Signature                      Date

First Acknowledgement Date \_\_\_\_\_ by \_\_\_\_\_  
AIEF Staff person signature

\_\_\_\_\_  
Resident Printed Name                      Resident Signature                      Date

Semester Review Date \_\_\_\_\_ by \_\_\_\_\_  
AIEF Staff person signature