

# **Alaska International Education Foundation, Inc.**

## **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, called the Westchester International House and generally referred to as The International House.

AIEF's Housing Committee and Resident 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 International House are staffed and managed by an Executive Director / Resident Manager whose offices are located at 2009 Wildwood Lane, Anchorage, Alaska.

AIEF'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, and some very limited enclosed storage (shed). The Resident Manager is the liaison between the residents and the Foundation's Housing Committee. The Resident Manager works with residents to assure adherence to the House Rules. The Resident Manager assists residents with the transition to residence life and American customs and is generally available from 1:00 p.m.-10:00 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 Resident Manager is not available.

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

If you would like to stay at AIEF's residence you must provide the Housing Committee / Executive Director / Resident Manager 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 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. Should your visa status change, please provide the Resident Manager with an updated copy of your visa (or copy of the application) to be forwarded to the Housing Committee. A letter written to the Resident Manager advising of circumstances for the 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 Resident 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 Resident Manager.

**6. Visit:** The Housing Committee gives special consideration to recommendations of the Resident 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 Resident 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. References:** Two current letters of reference (personal recommendation) stating what they know about your character and at a minimum, why you should be considered 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, if applicable.

**10. Acceptance:** The Foundation's acceptance is limited to the person or people listed on the residency application and it is not transferable.

**11. To Initiate Processing of Application:** 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 along with the documents mentioned above and a current Housing Application to the AIEF Office.

## ***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 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, using the AIEF Grant Application Form, 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 towards Utility Contributions, 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, such as the odors and preparation processes involved in meal preparation, if residents use these misunderstandings to learn, understand, participate in mediation activities, 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 Resident 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 such as floor cleaner, dusting solution, disinfectant and deodorizers, window and mirror cleaners, including laundry soap, are the responsibility of each resident. Cleaning all common areas will be shared by all residents. A schedule of who cleans what when will be instituted by the Executive Director / Resident Manager if the residents are unable or unwilling to come to their own agreement. **Failure to participate in the weekly cleaning will be grounds for immediate termination of the agreement.** A vacuum cleaner is provided by the Foundation. Garbage and recycle containers will need to be moved to the street early Tuesday morning according to the printed schedule and residents will share this responsibility. Only authorized items as listed on inside of recycle can lid are permitted and lids cans must always be closed tightly – no overfilling of either can is permitted.

Cleaning of bedrooms, common areas and “chores” necessary to maintain the residence will be assigned weekly or monthly by the Resident Manager and may be agreed to by residents at Residents Meetings. Interior garbage cans will be cleaned and sanitized weekly by residents on a rotating basis, per floor, per person.

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 permitted in bedrooms.** All foods will be in placed in appropriate size containers, properly covered and stored in the refrigerator. If food is trashed, 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 any interior garbage, trash or recycle can be allowed to fill up to capacity before being removed and dumped into larger containers under carport.

## 5. Cleaning Deposit

A refundable Cleaning Deposit of \$100.00 (one hundred dollars) is required at the time of resident move-in with other fees including Utility Contribution and Internet Fee. Upon entering and vacating space and common areas inhabited by the resident, the Resident Manager will walk through the space, preferably with resident and inspect the premises for cleanliness, normal wear and tear and note condition of any anomaly. Any and all items and areas identified by the resident manager other than the normal wear and tear of the premises will have the reasonable estimated replacement, repair, maintenance and/or cleaning costs deducted from the refundable deposit if not corrected to the satisfaction of the Resident Manager. The refunded cleaning deposit check will be mailed to the resident within 15 days of date of move-out.

## 6. 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 the Board's determination that you leave immediately with immediate termination of your agreement.

## **7. 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.

## **8. Transportation**

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

## **9. 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 Resident Manager.

No phone service, cable TV or any service whatsoever can be contracted by a resident without going through the Resident Manager prior to making 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. This is considered as "common area cleaning" under section 4. Additionally, residents are to participate in the 2 (two) hour weekly chore list assigned by the Resident Manager. Residents are expected to use environmentally safe and friendly procedures when cooking, cleaning and using all utilities, i.e. use the dishwasher when one is available only running when full; never leaving water running in sink when washing veggies or brushing teeth, etc.; always use full loads in washing machine with the correct water temp, cold water whenever possible; turn off lights when not in use, etc.

## **10. Length of Residency**

As a general rule, the Board assumes residents will reside for the period listed on their application, and in no case shall the period exceed one academic year. If it is felt educational needs require a stay longer than one academic year, you are required to re-apply to the Housing Committee as if you are a new applicant. The Housing Committee may show leniency or preference to applications from continuing individuals, as they see fit.

All residents must have valid, student or non-work visas. The Housing Committee and/or Resident Manager will review each resident's status on a quarterly basis. If a residents 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.

## **11. 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 Resident 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 cannot be responsible for or liable in any way at any time for any personal item(s) or belongings stored or placed in the shed. To use any item, tool or piece of equipment in the shed even those associated with the performance of volunteer chores or other assigned chores/tasks, please contact the Executive Director / Resident Manager for access.

## 12. Visitors / Overnight Guests

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 affects the water supply and 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, or you wish to have the person(s) sleep in an alternate location, **advance permission from the Resident Manager and Housing Committee is required.** The requesting resident is also required to notify all other residents of the Resident Manager's approval of the request, length of stay, name(s) of the person(s) involved and where they will be staying. A spare roll-a-way cot is 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 resident's lifestyle, privacy, and study habits. Residents are responsible for actions of their visitors, and should familiarize their visitors with all requirements of this policy.

## 13. Abuse

Abuse of any type, be it physical, sexual, emotional, financial or any other type is not tolerated. You should report abuse or suspected abuse to the Executive Director / Resident 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.

## 14. Parking

AIEF has a carport and several driveway parking spots. Residents should not plug in vehicles for more than three hours, plug-ins allowed only when temperatures are under 20F. Parking under the carport is not guaranteed for each resident. Each resident is allowed to park only their personal vehicle at AIEF. 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 Executive Director / Resident Manager 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. **Vehicle maintenance and car washing** other than very minor tasks such as replacing wiper blades or using the vacuum to clean the inside **are strictly prohibited on AIEF property.**

## 15. Security

Each person will be issued a front door key to the residence, and to their assigned bedroom, both of which have locking doors. Lost or misplaced keys will be replaced for a fee of \$10.00 each. Keys cannot be duplicated. Entry to the premises is not allowed to persons who have been previously evicted by AIEF. 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/agreement. Because the insurance company requires AIEF to have doors closed and locked to assist in preventing thefts or unauthorized entry, the resident front door is fitted with a self locking closure. Please be sure to keep your key with you at all times and do not leave the door open when unattended.

## 16. Noise

AIEF is located in a quiet residential neighborhood. 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.

## 17. Smoke Free Residence

Our residence does not allow smoking indoors in the residence, in the Foundation office, the storage shed or within 20 feet of any entrance to the property.

## **18. Drug Free Residence**

Only over-the-counter or prescription medications for individuals are permitted on the premises. A violation of this house rule will result in an immediate termination of residency/agreement. No distribution activities are allowed.

## **19. Laundry Room Provided**

A washer and dryer are provided free of charge. For energy and water conservation purposes, please try to limit to 3 (three) loads per week. Residents must provide their own laundry products, always use full loads in washing machine and use cold water whenever possible. Oily materials or fabrics with acids or hazardous materials of any type are not allowed in washer or dryer. The dryer vent must be cleaned after EVERY load.

## **20. 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 Director / Resident Manager at least 3 (three) days prior to the event.

## **21. Pets**

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

## **22. 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/agreement.

## **23. 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/agreement terminated immediately.

## **24. Absence from Residence**

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

## **25. 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 #28.

## **26. Internet / Wireless Access**

Anything that will be hooked up to the system (computer, external hard drives, monitors, web cams, etc. are to be submitted to AIEF's IT contractor for a virus and other scan (no charge to the resident) prior to receiving access to AIEF's

system or installation/operation of device. 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 wireless system is permitted only for purposes related to residency, i.e. educational endeavors or internship pursuits. Again, any deviation from these limited purposes is grounds for immediate termination of residency. Should one desire to play games, download music DVD's or other non-permitted activities, contact the Executive Director / Resident Manager for commercial options, service providers in the area and contact information. Installation of resident funded service of any type must be coordinated through the Resident Manager regardless of service provider selected. Resident is solely responsible for all installation, monthly fees and cost for additional service provider, peripheral.

## **27. Compliance Review**

On a semester basis, the current house rules will be reviewed with the Executive Director / Resident Manager. Copies of all documents (Visa and / or I-20, etc.) will be made and dated for your file. Resident will provide current transcript of most recent semester's grades for the files, if applicable. ANY change in status ( ie: graduation) will be reported immediately to Executive Director / Resident Manager via e-mail to [aief@gci.net](mailto:aief@gci.net) and through internal mail.

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

Should the Utility Contribution /Internet Fee owed by the resident not be paid on the 10th 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 10th of the month. For every 10 days thereafter that the Utility Contribution /Internet Fee are not received by the 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 Resident Manager by the 5th of the current month stating expected payment date and other pertinent information.

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

## **29. 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 For

## AIEF's International House

(Operated by Alaska International Education Foundation, Inc.)

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/agreement within 48 (forty eighty) 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.

Agreed to on \_\_\_\_\_  
Date Resident Printed Name Resident Signature

Acknowledged by \_\_\_\_\_ on \_\_\_\_\_  
AIEF representative printed name AIEF representative signature Date

Agreed to on \_\_\_\_\_  
Date Resident Printed Name Resident Signature

1<sup>st</sup> Semester Review Acknowledged by \_\_\_\_\_ on \_\_\_\_\_  
AIEF representative printed name AIEF representative signature Date

Agreed to on \_\_\_\_\_  
Date Resident Printed Name Resident Signature

2<sup>nd</sup> Semester Review Acknowledged by \_\_\_\_\_ on \_\_\_\_\_  
AIEF representative printed name AIEF representative signature Date

Agreed to on \_\_\_\_\_  
Date Resident Printed Name Resident Signature

3<sup>rd</sup> Semester Review Acknowledged by \_\_\_\_\_ on \_\_\_\_\_  
AIEF representative printed name AIEF representative signature Date

Agreed to on \_\_\_\_\_  
Date Resident Printed Name Resident Signature

4<sup>th</sup> Semester Review Acknowledged by \_\_\_\_\_ on \_\_\_\_\_  
AIEF representative printed name AIEF representative signature Date