The Art Institute of Washington
A Branch of the Art Institute of Atlanta, GA
1820 N. Ft. Myer Drive
Arlington, VA 22209

Certified by SCHEV to operate in Virginia
Welcome 2

Description of Properties 3

Policies, Standards, Rules, and Regulations 4

What do you do NOW? 8

The Application! 9
Dear Future Housing Student,

Welcome to The Art Institute of Washington, a branch of The Art Institute of Atlanta! We hope that you enjoy your visit and choose to become part of our rapidly growing housing community. We are excited about the interest students have shown regarding school-sponsored housing and we are always working to expand our housing services. The Art Institute of Washington housing communities offer students an opportunity to experience affordable housing in a school-sponsored atmosphere. All students’ apartments are furnished, have a fully operational kitchen, spacious living areas, 24-hour access to a fitness facility, and are within a fifteen-minute commute to the college.

When you are making your decision on whether or not to attend The Art Institute of Washington, consider that when you live in school-sponsored housing, all housing is within a short commute to school. Another reason to consider school-sponsored housing is that many of the experiences and memories that you will make at college will occur outside of the classroom. By living close to Washington D.C. with other Art Institute of Washington students you will have ample opportunities to get the most from your education. We also provide Resident Assistants, fellow students who live in the community with you and are there to provide assistance as you make your transition to college.

Take your time looking through these materials and make sure you make the best decision for you. Ask any and every question you have before you decide on school-sponsored housing. If you choose to participate in school-sponsored housing, we think it will be a great compliment to your college education.

We hope that you enjoy your day at The Art Institute of Washington and choose to join our housing community. If you have any further questions feel free to contact the Department of Housing Services at 877.303.3771.

We look forward to hearing from you!
Your Housing Team

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

Below are the three 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
School-Sponsored Housing Locations

Crystal Towers
1600 South Eads Street
Arlington, VA 22202

Meridian at Ballston
900 N Stuart Street

Meridian at Courthouse
1401 N Taft Street

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, 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 require 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. All apartments have balconies. 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.

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

Easy...Just...

1. Fill out the

2. Turn the application and $250 deposit

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

   $250.00 is refunded at the end of 3 quarter license period upon moving out of school-sponsored housing (not refunded if one has a lease break).

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 email with your housing assignment. This email will include 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. Be prepared for a long day when moving in, make sure to pack your patience with you.

7. Move in!
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.

The current rate for school-sponsored housing is $3,466.00 per quarter per student. 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?


For which property would you like to be placed? Mark 1 for your first preference, 2 for your second preference and 3 for your third preference.

[ ] Meridian Courthouse [ ] Meridian Ballston [ ] Crystal Towers

Note: The Office of Residence Life and Housing Services does not guarantee that you will receive your preferences for school sponsored housing. The Office of Residence Life and Housing Services will make every effort to place in your first and second choice; however, the office will maximize current room inventory against your desired housing location to make the best room assignment. Placement will be made without regard to race, color, creed, sexual orientation, or national origin.

[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. (Your typed name will be accepted as your signature)

[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. (Your typed name will be accepted as your signature)

[Student Signature] __________________________________________________________