

Studios Current Residents

Current residents will find information below on housing policies and procedures for The Studios on Broadway.

Check In

At the scheduled check-in, new residents sign and receive a copy of the license agreement. Residents should keep this in a safe place, and refer to it as needed. It is the official document governing a resident's stay in The Studios.

The check-in packet will normally include the following information:

- License agreement
- Property insurance form
- Mailbox service agreement (for UPS mailbox – see below under “Mail”)
- Wi-Fi instructions
- Information on housing policies and services, laundry, kitchen safety, and stores in the area
- Checklist of items we recommend you have for your room

At check-in, a resident assistant will discuss housing policies and procedures with new students, and provide a short tour of the building. The resident assistant will also provide the following keys:

- Access FOB to the building
- Key to the resident's room
- Mailbox key
- Recycling room key

Housing orientation

Housing orientations take place each quarter, and are mandatory for residents. Resident assistants will notify residents of the dates and times for orientation.

Check Out

All residents must make a checkout appointment with the resident assistant in advance and check out no later than the last day of their license period. Prior to the end of the license period, community assistants will post a checkout schedule where students can sign-up for a checkout appointment. Failure to make an appointment for checkout will result in a \$200 improper checkout fee.

Students checking out before the end of the license period must contact the resident assistant to arrange a checkout time.

Inspection for Damages

During checkout, the resident assistant will inspect the room for damages or missing items. This includes:

- Walls, carpets, doors and general interior
- Windows, sills and blinds
- Appliances
- Router (cannot be removed from the room)
- Furniture
- Sinks and toilets (leaks)
- Personal items or trash left in the room

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Any damage will be recorded on the room condition report the resident completed at the time of check-in. Residents are responsible for removing all personal items and trash from the room. Damage that has been caused beyond normal wear-and-tear will be charged to the resident's damage deposit.

Completing Checkout

At the completion of the checkout, residents will:

- Return all keys to the resident assistant
- Complete the Damage Deposit Refund form
- Sign the room condition report
- Complete the Mail Forwarding form (USPS)
- Vacate the room

After checking out, residents will no longer have access to their room or The Studios.

Extending your stay

If you would like to extend your stay beyond your current license period, contact the housing office by email to see if space is available. Housing staff can advise you of the possibility of an extension, the license periods available, and the cost based on the time of the extension.

Living in The Studios

Residents are expected to follow all behavioral policies outlined in the [License Agreement](#). Residents who violate policies will receive a citation from a Resident Assistant. Depending on how severe the violation is, the resident may be required to meet with the Housing Coordinator.

Violators of policy may be penalized. In the most severe cases, a conduct report will be filed with the Student Conduct Officer at the college, and residents may be removed from The Studios.

The following violations will result in immediate removal from The Studios:

- Consumption or possession of alcohol
- Possession of weapons
- Actions which bring physical harm to others in The Studios

Residents are reminded that they are responsible for the actions of guests they allow in The Studios.

Cleaning inspections each quarter

Cleaning inspections are conducted by the Resident Assistants and housing staff three times each quarter to ensure residents are keeping units clean and safe.

During the inspections, residents will be informed of any improvements that must be made prior to the next inspection. Residents who fail to improve may face sanctions from the Housing Coordinator.

Lost or Damaged Keys

Residents who lose any of their keys – room key, mail key, recycling key, FOB for entering the building – or who have damaged a key should contact the Resident Assistant as soon as possible to get a replacement key. The replacement key charge is \$50 per key (see Fees section below).

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Security

Only residents with a key FOB, housing staff, or Hunter's Capital staff have access to the building. Residents will use their gray key fob to enter the building.

Residents living on the 1st floor can access their room from the hallway with a security code. If you live on the 1st floor and do not know your security code, speak with a Resident Assistant.

To access upper floors, residents must either use the recycling room key to access the stairway, or use the outside key fob in the elevator, as shown below:



College security staff will patrol the buildings during the day and early evenings, but security is not available at the college after 9:00 PM and all day on Sundays.

- Do not let anyone who is not a resident into the building
- Residents are responsible for guests who accompany them in The Studios
- Guests should accompany residents at all times
- Always lock your door to avoid unauthorized entry
- Check to see who is at your door before opening it
- Do not loan your unit key to others
- If you see something, say something.

Security is the responsibility of all residents in The Studios!

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Utilities (Garbage, Laundry, Mail, Wi-Fi)

Garbage and waste disposal

Residents are responsible for dumping garbage in their rooms. They can either dump garbage in the garbage chute on the 2nd through 4th floors, or they can take their garbage to the basement. Residents are also encouraged to recycle using the recycling bins in the basement.



Laundry information

Laundry rooms with washers and dryers are available on the 2nd, 3rd and 4th floors of The Studios, directly across from the elevator. The current cost for laundry is \$2 per wash load, \$1.75 per dryer load. Soap is available for purchase from a vending machine in the room.



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Mail, Packages, Misdirected Mail, and Forwarding Mail on Move Out

Mail is delivered daily to the mailboxes in the lobby. Residents can access their mail using the mail key provided at the time of check-in.

Due to the size of mailboxes at The Studios, packages cannot be accepted. At the time of check-in, residents are encouraged to visit the UPS Store, just one block from the campus, to request delivery service for packages. A resident assistant can help students in making arrangements with the UPS Store.

Residents may occasionally receive mail addressed to a previous resident, or to someone who does not live in the room. This misdirected mail can be dropped in the box in the lobby labeled "Misdirected Mail".



Wi-Fi

A Wi-Fi router is located in each room of the studios, to provide Wi-Fi service to residents of that room. The name and password for each router is provided in the room.

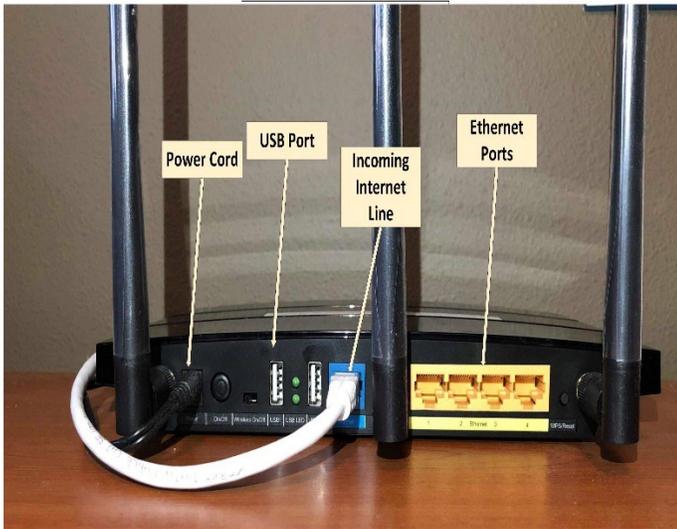


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The router is the property of Seattle Central College. Students who remove the router will be fined for the cost of replacement, approximately \$200.

If you are having connectivity issues (unable to connect to Wi-Fi or connection abnormally slow), take the following steps:

- Unplug the power cord, wait 20 seconds, then plug it in again
- Restart your computer / device
- Try to log on to Wi-Fi again



Most of the time, this will solve the problem.

If this does not work:

Plug your computer / device directly into the router to see if you can connect to the internet (use either the Ethernet or the USB ports). If this works, then there is either a problem with the Wi-Fi, or there is a problem with your device. If you believe it is a problem with the Wi-Fi signal, call Cascade Link for assistance (see below).

If this does not work, or if you believe there is a problem with Wi-Fi and not with your device:

Call Cascade Link Customer Support at (206) 774-3660

- Press '2' to show you are a current customer
- Listen to the directions and choose 'technical support'

When someone answers the phone, please tell them this:

"I am on the account for Seattle Central College. I live at 1640 Broadway, Unit [your room number]" Then describe the problem you are having. Hopefully, the customer support technician will be able to solve your problem.

If the technician cannot solve your problem, they may want to schedule a visit to fix your problem in person. Before a visit can be scheduled, Cascade Link must contact the IP Office. Once they have done this, they will either schedule the visit, or someone in the IP Office will try to assist you.

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Financial Matters

Paying installments

Residents who choose to move in the Studios from Summer or Fall can choose to pay the license fee by installment at the time of placement. The 2nd installment of the license fee is due by November 1st of the move-in year. Residents who do not pay the 2nd installment must move out by the final day of Fall Quarter of the move-in year.

Residents who choose to move out must submit an Intent to Move Form to the Housing Office by November 1st.

Installment plans are not available to students moving in Winter or Spring Quarters, or who live in the Studios Summer-only.

Refund policies

- Restoration Fee: The \$300 restoration fee is non-refundable.

- Damage Deposit: The \$300 damage deposit is refundable at the conclusion of the license period, as long as damage has not been caused to the apartment or property. An evaluation of damage is done at the time the student moves out.

- Occupancy Fee: For students who paid in full for the Summer - Spring, Summer - Summer, Fall - Spring, or Fall - Summer license periods, the occupancy fee is partially refundable if the resident notifies the college of his/her intent to move out by November 1st. The refund will be approximately 45% of the full license fee amount, and the student will need to vacate the Studios by the final day of Fall quarter. For students who paid in installments, the installment payments of the occupancy fee are non-refundable.

For students who move in the Studios in other quarters, or who move in for Summer only, the license fee is not refundable.

Further details about our refund policy can be found in the [License Agreement](#).

Damage deposits

Damage deposits are refundable as long as the resident has caused no damage, has not lost keys, and has completed a proper check out (see check out procedures above).

Damage deposits are refunded by check, and provided to former residents in one of two ways:

- By mail, to an address specified by the resident at the time of move out.
- For pick-up at the Cashier's Office (residents must have valid picture identification).

Refund checks which are not cashed before they lose validity (60 days) will be reissued to former residents less a \$50 administrative fee. Refund checks which lose validity a second time will not be reissued.

After students move out, all apartments will be cleaned and restored to new condition by the property management company, Hunter's Capital. Hunter's Capital will also fix any damage to units.

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Hunter's Capital will inform Seattle Central of the cost of all damage after cleaning is completed. Damage deposits are refunded within 10 weeks after this notification. In total, from the time of move-out, it will take approximately 15 weeks for damage refunds to be issued.

Fees

In addition to the license fee and the maintenance fee, the following additional fees may be charged to residents:

- Lost/Damaged Key or Access Card: \$50 per key or access card replaced

Added to student account at the time keys are lost/damaged, or deducted from the damage deposit. Includes room key, mail key, laundry room key, and building access card.

- Improper Check-Out: \$200

Charged when students leave the students without following proper check-out procedures. Deducted from the damage deposit or charged to the student account.

- Check Re-Issuance Fee: \$50

Charged when damage deposit refund checks are not picked-up / cashed by former residents, and must be reissued.

- Router Replacement: \$200

Replacement cost when router is removed from the room.

- Per Damage Incident Fee: \$50

Charged per damage incident, in addition to the cost of repairing damage.

- Fees from Damage To Unit: Varies

Based on damage assessment by Hunter's Capital after students have moved out.