



“The mission and purpose of WHSR is to provide qualifying students a safe place to live and study while seeking a college education.”

**Jesus M. Gonzalez, Executive Director
WHSR**

HISTORY

Wesley House Student Residence, Inc. (WHSR) operates the only affordable, below market rate housing complex exclusively serving college students in San Diego. WHSR represents over 80 years of service and outreach at San Diego State University (SDSU). Wesley Foundation Ministries, the founding organization, was established in 1934 as the first campus ministry. In the mid-2000s, they formed another non-profit organization – WHSR for the purpose of the development and management of affordable student housing. No longer associated with any religious organization, WHSR assumed responsibility for Wesley House, formerly known as Aztec Apartments, a two-story building adjacent to the SDSU campus. Each year we offer up to 34 students the opportunity to experience on-campus living without the high cost associated with it. WHSR is an innovative example of how an institution can help college students, succeed at the university level.

Administrative Office

WHSR
5710 Hardy Avenue, #12
San Diego, CA 91932
(619) 582-0773

Table of Contents

Table of contents	1
Introduction	2
Apartment Overview	2
Property Management	3
Standards & Expectations	4
Student Rights	4
Participation Procedures	5
Second Start Services Procedures	6
Housing/Services Rent Fee & Deposit	7
Wish Lists	8
Program Renewal/Lease Renewal	8
Full time Status	9
Course Loads & Drops	9
Academic Standing	9
Sponsor Letter (Second Start Program)	9
Participation Events	10
Programming and Services	10
Student Input	11
Conduct at Wesley House	11
Non-discrimination Policy	12
Student Forms	12
Parking	12
GuestParking	13
Visitation	13
Student Ambassador	13
Quiet Hours	14
Personal Possessions	14
Service & Emotional Support Animals	14
Emergency Situations	14
Fire Safety	15

Introduction

Welcome to Wesley House! Wesley House is owned by Wesley House Student Residence, Inc. (WHSR), which is a non-profit organization whose mission is to empower qualifying students to achieve their goals through affordable housing and support services. We are not just an apartment building. We offer access to resources that can benefit you greatly like monthly programs to help with finances, study habits, living on a budget, and career building skills. We strongly encourage you to participate in as many programs as possible. If there is a topic or subject that you want to see added to the program calendar, let us know. We are here for you.

Our priority, at Wesley House is for you to have a productive and successful college experience. The organization consists of dedicated and helpful staff. The Housing Services Coordinator is your first line of contact to assist with community resources like food , work and health services.

"Wesley makes San Diego better as a community by taking struggling students in and giving them peace of mind in a lot of aspects. It gives you this stress free environment to focus on your studies, which I think is better for the community because after we graduate we can go back out, serve, and be productive." -Derek (student resident)

Our office is located on site at 5710 Hardy Ave. #12, San Diego, CA, 92115.

Our normal business hours are Monday - Friday 9am to 5pm.

You can reach us at 619-582-0773 or email:

Krysta Hughes, Housing Services Coordinator: krysta@wesleysdsu.org

Nicole Marquel, Development Director: nicole@wesleysdsu.org

Jesus Gonzalez, Executive Director: jesus@wesleysdsu.org

Stig Hedlund, Student Ambassador: stig@wesleysdsu.org

Emily Byer, Marketing Assistant: emily@wesleysdsu.org

Apartment Overview

Our apartment building consists of eleven (11) units: One studio, four 1 bedroom, and six 2 bedroom apartments. We have on-site laundry, and a BBQ grill in the rear patio area. The patio and grill is for your enjoyment, please ensure it is kept clean, and ready for the next resident to use. If you are interested in using the grill to cook, please notify staff in advance so it can be cleaned, fueled and you can be trained on how to use it properly. Wesley house provides free WiFi and water utility as part of your rent.

Property Management

Wesley House contracts with Fusion Property Management for all concerns regarding your lease, payments, parking spots, and maintenance. Please e-mail Mike Shenkman at mike@fusionproperties.net during normal business hours unless it is an emergency. Please copy krysta@wesleysdsu.org. If you have any problems, please contact him immediately at (619) 250-3931. If you have not received a response within 48 hours, please contact our office.

- ❑ You are responsible to manage and pay your unit's electric bill. You have 10 days from move in to put the SDG&E account into your name. (800-411-SDGE) Please contact us if you have questions or concerns on how to do this.
- ❑ Trash pick up takes place twice a week. Recycling is required, please place items in their corresponding bins, recycling in "Recycle" side and "Trash" in the trash side. Do not dump large items in the bins. If our trash company finds large items such as furniture in the bins, we will be fined and the costs will be passed on to you.
- ❑ We are a non-smoking property, inside or outside, smoking is prohibited at all times. Our policy: "Smoke" or "smoking" means and includes inhaling, exhaling, burning, or carrying any lighted smoking equipment for tobacco or any other weed or plant. California Law - Ord. 85-19 § 1 (part), 1985
- ❑ Please review your lease for additional information and restrictions.

Standards & Expectations

WHSR offers a unique living environment with academics at the top of the list of expectations. People of different nationalities, religious, and political preferences live, learn, and study together in this community.

Responsible resident behavior requires observance of this Student Resident Handbook and Student Code of Conduct, which is based on respect for the dignity and worth of each person and the requirements for your success. It is each resident's responsibility to ensure they maintain standard academic requirements and are a positive member of their community. WHSR takes pride in being a smoke and drug-free environment for our student residents.

Our mission is to empower qualifying students to achieve their goals through affordable housing and support services.

Student Rights

All WHSR residents have certain responsibilities and rights as outlined in the Student Resident Handbook, will factor greatly into whether leases will be renewed from one year to the next. In return, Wesley House has a responsibility to you as a student resident. Those rights include but are not limited to:

- Sleep and study free from undue interference.
- Expect and create a clean environment.
- Be free from fear of intimidation, physical, and/or emotional harm.
- Be free from pressure or ridicule if one's lifestyle choices differ from others..
- Live in a smoke and drug-free environment.
- Live in a safe, maintained environment.

Participation Procedures

Housing/Services

Students interested in applying for housing must meet the following criteria and then complete the application process through Fusion Property Management. :

1. Resident Requirements for Eligibility at Wesley House:

A. Full-Time Enrollment (12+ units per semester) in an accredited college or university in San Diego County, with a valid copy of your current class schedule (*Schedule/registration to be provided EACH semester*).

B. Applicant Income must be at or below “Very Low Income” (50% of AMI for San Diego 2019) according to U.S. Dept. of Housing and Urban Development guidelines. (*See Exhibit A*)

C. Agreed attendance to a **minimum** of 4 program workshops - provided by Wesley House Student Residence - per year. (*Schedule to be provided at orientation*).

2. Upon completion of Requirements in Section 1, applicants are required to:

A. Complete application (including credit and background check) with Fusion Property Management
(*application fees responsibility of applicant*)

B. Complete Tenant Income Certification and provide the following (if applicable):
Pay stubs,
Tax returns,
Financial Aid Award Letter
Alternative forms of income verification may be approved if necessary.

3. After completion of Section 2, applicants are required to:

A. Attend Wesley House Orientation

B. Complete intake process with the Housing Services Coordinator

The property management company will create a waiting “pool” if there aren't any vacancies. When a unit(s) become available, the property management company will invite student(s) to apply.

Keys are provided at the time the resident completes an intake with the Housing Services Coordinator stipulating that they have read, understand, and will abide by the WHSR Resident Student Handbook and Student Code of Conduct.

A WHSR exit survey will need to be completed one month prior to the end of the lease agreement. This should be scheduled with the Housing Services Coordinator as soon as you notify the property management you plan on moving out.

Student Residents are responsible for full payment of all WHSR and/or Property Management bills and other charges.

Student Residents are also responsible for turning in the keys to the property management company before moving out. If this is not done, they will be billed accordingly.

Second Start Services Procedures

Students interested in applying for housing must meet the following criteria and then complete the application process through Fusion Property Management.

1. Resident Requirements for Eligibility at Wesley House:

A. Full-Time Enrollment (12+ units per semester) in an accredited college or university in San Diego County, with a valid copy of your current class schedule (*Schedule/registration to be provided EACH semester*).

B. Applicants must be a current or former foster youth, experiencing homelessness or housing insecure. To be defined.

C. Agreed attendance to a ***minimum*** of 4 program workshops - provided by Wesley House Student Residence - per year.
(*Schedule to be provided at orientation*).

D. Must attend monthly meeting with Housing Services Coordinator to develop financial and academic plan.

2. Upon completion of Requirements in Section 1, applicants are required to:

A. Complete application (including credit and background check) with Fusion Property Management

(application fees responsibility of applicant)

B. Complete Tenant Income Certification and provide the following (if applicable):

Pay stubs,

Tax returns,

Financial Aid Award Letter

Alternative forms of income verification may be approved if necessary.

3. After completion of Section 2, applicants are required to:

A. Attend Wesley House Orientation

B. Complete intake process with the Housing Services Coordinator

You are encouraged to apply at any time. Wesley House will create a waiting “pool” if there aren’t any vacancies. When a unit(s) become available, the Housing Services Coordinator will contact the student(s) from the waiting “pool”. You are also welcome to follow up or inquire about availability.

Keys are provided at the time the resident completes an intake with the Housing Services Coordinator stipulating that they have read, understand, and will abide by the WHSR Resident Student Handbook and Student Code of Conduct.

A WHSR exit survey needs to be completed one month prior to the end of the lease agreement. This should be scheduled with the Housing Services Coordinator as soon as you notify the property management when you plan on moving out.

Student Residents are responsible for full payment of all WHSR and/or Property Management bills and other charges.

Student Residents are also responsible for turning in the keys to the property management company before moving out. If this is not done, they will be billed accordingly.

Rent Fees/Deposits

Acceptance to Wesley House as a student resident requires a deposit of one month’s rent and a monthly rental fee. Please contact the property management company for specifics. Students will be eligible to receive full or partial amount of their deposit back after these steps are completed:

- ❑ There are no damages to the unit other than normal wear and tear. A walk through will be completed by the property management company.
- ❑ A WHSR exit survey is completed by the specified deadline. See Housing Services Coordinator to schedule an interview at least a month before you plan on moving out.
- ❑ Student Residents are responsible for full payment of all WHSR and/or Property Management bills and other charges.
- ❑ Student Residents are also responsible for turning in house keys to the WHSR staff or property management company.

Wish Lists

When student residents move out, they are given the option of donating a portion of their deposit to WHSR "Wishlist Fund". WHSR will use these funds to assist with monthly programs and to purchase needed items. for Wesley House student residents moving in the coming terms. If you wish to donate any other items such as furniture to future residents please contact Nicole Marquel at nicole@wesleysdsu.org. WHSR can provide documentation for all types of donations.

Program Renewal/Lease Renewal

WHSR leases are renewable each year pending review of student residents compliance with the policies presented in the Student Handbook and the Student Code of Conduct. In addition, students are expected to be in good standing with the Property Management.

This includes:

- ❑ A copy of their transcript or grades from the previous semester, along with their class schedule of the following semester showing full time status.
- ❑ Proof of a minimum 2.0 cumulative GPA from the previous semester.
- ❑ Continued financial need. (Residents will be re-evaluated each year based on their completion of a Tenant Income Certification.)
- ❑ Attendance at WHSR required programs.

- ❑ All residents **MUST** provide the required documentation to the Housing Services Coordinator at the end of **EACH** semester . This is time sensitive AND required for continued leasing and renewal.

WHSR reserves the right to terminate a student's lease or give them a non-renewal notice.

Full-time Status

The minimum full-time course load for undergraduate students is 12 credits and 9 credits for graduate students (unless otherwise stated by their graduate program) in the Fall/Spring. Any course drop that results in a student being under full-time status requires notification to WHSR immediately. If a student drops without prior notice it will result in a breach of policy, which can affect their eligibility to live at Wesley House and/or eligibility to renew their lease.

Course Loads & Drops

Residents are required to be established full-time students while at WHSR. However, during a semester, a resident may be granted a case-by-case opportunity to drop a course(s). Course drops are for extenuating circumstances only and not to be abused. We will work with your situation if you communicate your needs. Communication with the Housing Services Coordinator is crucial for your success at Wesley House.

Academic Standing

All students are required to maintain a minimum 2.0 cumulative GPA, throughout their stay at Wesley House. However, if they drop below, we encourage them to utilize campus resources and communicate with the WHSR staff to discuss their individual situation. If a student is unable to increase their GPA by the following semester, he/she will not be eligible to live at Wesley House and/or be eligible to renew their lease.

Sponsor Letters

Sponsors donate to Wesley House Student Residence making the "rent-free" portion of the Second Start Program possible. The sponsor may be an individual donor, an alumnus of WHSR, a foundation, business, or club. Each resident may be assigned a sponsor and is expected to write a letter twice per year. This can include one thank you letter and one holiday card.

Sponsor letters are mandatory and a critical component of your participation in the program. Failure to submit a sponsor letter will result in a breach of policy. All staff are more than happy to review and proofread your letters.

All sponsor letters must include the following introductory paragraph in their first letter:

Dear (Sponsor Name),

My name is (insert your name here) and I live in one of the Second Start Program units at Wesley House Student Residence. I am a (insert major) at (insert your university/college here). My career goal is _____. Thank you so much for your generous donation to Wesley House that makes me living here possible. As a result of the Second Start Program at Wesley House I am able to (stay in school, attend school full-time, not drop out, help support my family, etc...).

This introductory paragraph is incredibly important because most sponsors are very specific in the type of student they would like to sponsor. It is critical that you share this information with them. Thank you for valuing the importance of this.

Event Participation

The following WHSR events are **mandatory** per the WHSR policy as a program requirement:

- Fall Kick-Off (August/September)
- Emergency/Disaster Training
- Any two of Monthly Education Programs - See Calendar of Events

In addition, WHSR offers activities throughout the year in order to encourage relationship-building, as well as, social interaction between residents. All residents are highly encouraged to participate in all activities and events.

Programming and Services

Wesley House is unique and innovative in the area of student housing because it provides students with support services to ensure their success. We do this by offering monthly programming in the following areas:

- Career Development**
- Job Searches and Placement**
- Financial Planning**
- Good Study Habits**
- Physical and Mental Health**

These are just a few of the topics we will be presenting throughout the year. Wesley House, Housing Services Coordinator manages these activities, as well as provide one on one attention to each student resident. These are some of the support services they provide:

- ❑ **Public Assistance Enrollment**
- ❑ **Community Referrals**
- ❑ **Mentorship**
- ❑ **Academic Planning**
- ❑ **Coaching**

As part of our programming, Wesley House also has an on-site food pantry that is available to all residents. We encourage all students to please use as many of the programs and services offered, as much as needed.

Student Input

Input from student residents is always welcome. Please stop by if you would like to provide input on WHSR and property management. You will also have an opportunity to evaluate services through an annual anonymous survey. To ensure WHSR and the Property Management Company are doing their best for all current and future residents, we ask all residents complete an exit interview at the end of their lease. This can be done in person with a WHSR staff, over the phone or online.

Conduct at Wesley House

It is important to us that student residents have a memorable experience at Wesley House. That requires that everyone understand and be conscious of their rights and responsibilities as members of this community. To that end, all residents are to follow this procedure regarding expectations:

- 1st Offense: Resident receives a verbal warning
- 2nd Offense: Resident receives a written warning
- 3rd Offense: A Plan of Correction (POC) will be put into place and it is expected that residence follow through with plan.
- 4th Offense: If resident does not complete POC, they will receive a notice of nonrenewal or notice of eviction

****Note:** The offenses are cumulative, not isolated to one specific issue or event. Residents begin each year with a blank slate. Please refer to the Student Conduct Guide for a list of prohibited conduct and the applicable fines.**

Non-discrimination Policy

Wesley House Student Residence, Inc. (WHSR) will not prohibit any housing accommodation to discriminate against or harass any person because of the race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, familial status, source of income, disability, or genetic information of that person. Gov't Code § 12927(a) and Civil Code § 51(b). Cal. Gov't Code § 12927; Cal. Civ. Code § 51 et seq.

Student Forms

All student forms can be found on the WHSR website. Students are encouraged to go to the [website](#) and access them when needed.

Orientation Packet

Student Resident Handbook

Parking Map

Resources - ie staff names and phone numbers

Property management Information

Annual Resident Evaluation of WHSR housing/services

Sample Lease Agreement

Apartment Rental Insurance Information

Exit interview process before exiting.

Parking

Residents with an automobile or motorcycle are required to register the vehicle with the WHSR office and obtain a WHSR decal. The cost of parking is \$65 a month, and is not included in the rental fee. A decal is valid as long as a student is resident and up-to-date on payments. Decals are not transferable. Automobiles without decals or unregistered motorcycles may be towed or impounded at the resident's expense. Residents and/or guests are given warnings and fined for parking on property based on the number of violations. Repeated violations could lead to termination of residency.

The Automobile Registration Form is online and can be found on the WHSR website under "Student Forms". There is paid and street parking near the WHSR building for non registered vehicles or guests. Parking is not allowed in the KPBS parking lot at anytime. Their parking fines are \$100 - \$350 per violation.

Guest Parking

It is each resident's responsibility to inform their guest where they may park or to inform WHSR staff if a guest will be using their assigned spot. At this point, a guest pass will be provided for them to display on their dashboard. If an unregistered vehicle or vehicle without a guest pass is parked in any spot on WHSR property it can be towed at owner's expense. This applies to ALL residents whether they pay for a parking spot or not.

Visitation

Visitation means the periodic visits of guests and does not encompass cohabitation in a room or unit. Overnight Guests are permitted as long as they are not staying for an extended period of more than one week.

Student Ambassador

Student Ambassadors are exceptional students selected to be representatives of Wesley House Student Residence. The Ambassador is responsible for sharing about WHSR to prospective residents as well as plan and facilitate activities to enhance student life. The Ambassador program provides the opportunity for student leaders to communicate with other students regarding community living and the promotion of a positive living and learning environment.

The Student Ambassador is an employee of Wesley House, he/she begins their duties the first of August. The student works an estimated 5 hours/week, assisting staff in operation and general upkeep of Wesley House.

Quiet Hours

An atmosphere conducive to normal living and being respectful to fellow residents is from 10 pm to 8 am. Loud televisions, stereos, as well as boisterous, disrespectful, and noisy activities are prohibited during these times, and can be reported to the police immediately.

(619) 594-1991

[SDSU Police Department](#)

(619) 531-2000 and (858) 484-3154

[San Diego Police Department](#) non-emergency calls and general information

Personal Possessions

WHSR is not responsible for the loss of, theft of, or damage to a resident's personal possessions. WHSR encourages residents to obtain their own theft and casualty insurance.

Service & Emotional Support Animals

There are distinctions between Service Animals and Emotional Support Animals.

A service animal is an animal that performs specific tasks due to the nature of a person's disability. They receive specialized training and typically wear service equipment/uniforms. Documentation must address whether the resident has a disability; whether there is a connection between assistance with the animal and the disability, and include copies of the animal's health records to prove the animal is in good health.

Emotional Support Animals may be accommodated at WHSR with prior approval and documentation submitted. A resident whose service animal or emotional support animal disturbs others, poses a threat to others, or causes considerable damage to the property may receive a warning and/or dismissal from the program if issues cannot be resolved.

Emergency Situations

In case of emergencies and/or natural disasters, the WHSR Office will communicate with all residents accordingly and follow appropriate county and state procedures.

All student residents are required to provide a working emergency number to staff for communication purposes.

When in doubt, call 9-1-1. Then the property management company at 619-250-3931.

Fire Safety

Residents must vacate Wesley House whenever the fire alarm system is activated. The use of gas or charcoal grills is only permitted on the cement patio behind the building.