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Section 1 – Housing Policy

AUB provides on-campus housing or off-campus housing to eligible faculty for the purpose of attracting and retaining academic staff. The University wishes to encourage faculty to live near their place of employment. In regard to on-campus housing, AUB gives priority and preference to new faculty recruited from abroad as they join the University, provided they do not already own a primary residence off-campus. The University also gives priority to senior administrators, including academic deans, whose on-campus presence the University deems important. The assignment of on-campus housing to key administrative personnel shall be co-terminus with their administrative appointments.

To the extent that it is fiscally possible, AUB provides a plan that helps faculty purchase their own primary residences within the area included within a 20 km radius from AUB extending from Ed Damour through Bhamdoun then Bikfaiya to Tabarja, provided that they continue employment with the University. The Housing Policy also entitles housing rentals within the above mentioned area. The University limits participation in on-campus housing, off-campus housing, and/or the housing purchase plan to a total of 13 years from the date of participation in the university housing plan.

Any benefits granted under this policy are a privilege not a right. AUB retains the right to change this policy at its sole discretion without prior notice. University rules and regulations for both, on and off-campus housing, are set forth in the Housing Rules and Regulations. The University retains the right to change these rules and regulations and the terms of fees and payments at its sole discretion.

Normally, only full-time faculty in professorial ranks are eligible for on-campus housing or for off-campus housing leased by the University, provided they do not own a primary residence in Lebanon. If a faculty member in professorial rank joins the non-professorial ranks (instructor or lecturer) or assumes a part-time teaching position, s/he is normally no longer eligible for university housing.

The assignment of on-campus housing to faculty members will be for a maximum period of seven years.

Faculty members who elect to leave on-campus housing may add to the six years of off-campus housing the balance of the years they forfeited in so moving. The total years of on- and/or off-campus housing should not exceed 13 years. Therefore, anyone who has been living in AUB on- or off-campus housing for 13 years or more (cumulative), the total 13-year housing limit is considered satisfied in full, and no further on or off campus housing is applicable.
Section 2 - Housing Purchase Plan (HPP)

Eligible full-time faculty members, who wish to purchase a primary residence off campus, may participate in the university housing purchase program, which provides financial assistance for up to a total of thirteen (13) years to help purchase their housing. The University limits participation in on-campus housing, off-campus housing, and/or the housing purchase plan to a total of 13 years from the date of participation in the university housing plan.

The goal of this purchase plan is to assist faculty in buying their own homes. No person shall receive a housing grant and occupy university housing during the same fiscal year (July 1 – June 30). Under the purchase plan, qualified persons, as specified in the paragraph above, may receive total annual payments of $10,382 (ten thousand three hundred eighty two US Dollars) at the beginning of the academic year, in order to help defray the costs of buying a home. Any such university contributions to this housing purchase plan stop automatically on cessation of employment by the University. This housing grant is subject to normal taxation.

Section 3 - Procedure for the Implementation of the Housing Purchase Plan

In order to benefit from the Housing Purchase Plan (HPP), the faculty member must be eligible under the terms and conditions of the University's Housing Policy and the HPP, and in particular:

1. The faculty member must have a professorial rank at the University (namely, assistant professor, associate professor, or full professor).
2. The house intended to be purchased should be the eligible full-time faculty’s primary residence in Lebanon.

Provided the above conditions are met, the faculty member must submit an application (please check Appendix I) to the Human Resources Department.

The applicant must provide sufficient evidence of the following:

- a. The location of the primary residence to be purchased within the area included in a within a 20 km radius from AUB extending from Ed Damour through Bhamdoun then Bikfaiya to Tabarja (see attached map).
- b. That the applicant does not already own, directly or indirectly, a primary residence in Lebanon.
- c. The purchase of and/or the option to purchase a primary residence after October 1, 2010 (maybe in the form of a true certified copy of the purchase agreement, or an option to the purchase agreement or the title deed, and evidence of the payment of the price, either in installments, or in full).
Applications should normally be submitted at least one month prior to the start of the academic year for which the grant is requested.

Applications will be considered by an ad-hoc committee appointed by the Chief Operating Officer on the basis of the evidence submitted and the funds available.

The committee's decision will normally be communicated to the applicant within a period of two months as of the date of application. The committee's decisions are considered final.

If and when an application is accepted, yearly payments of the housing purchase grant will normally be made at the beginning of the academic year for which the grant is awarded.

On acceptance of the HPP, the applicant renounces any right to university housing or other such benefits granted under the Housing Policy or contract of employment.

For the University to process yearly payments as herein above indicated, the faculty member must submit every year, and at least one month in advance, evidence of payment of installments towards the purchase of the primary residence, if applicable, as well as proof of continued ownership and use of the property as primary residence.
Section 1 - Definitions

AUB Personnel who are assigned on-campus or off-campus housing shall comply with these rules and regulations, which may be amended by the University at its sole discretion at any time.

1. AUB Personnel: regular full time faculty members, staff, and members of the administration of the American University of Beirut.

2. Common Elements: communal passageways, hallways, staircases, elevators, walkways, entryways, roofs, and all other areas available to residents of university housing.

3. Costs and Charges: costs relating to the occupancy of university housing including, but not limited to, monthly charges, electricity, cooking fuel, telephone use, water, and heating and such other services as may, from time to time, be provided by the University.

4. Family: the spouse and children of the individual to whom the university housing has been assigned. Other relatives are considered to be third parties under Section 2.

5. Household Help: any person employed, either full-time or part-time, as the personal servant of AUB personnel, whether or not the household help resides in AUB housing.

6. Housing Department: the department responsible for the administration of on-campus and off-campus accommodation and can be contacted at extensions 2120/1 during office hours.

7. Housing Committee: a committee established by the University to oversee the administration of university housing for AUB personnel and students. The committee is independent of the administrative departments and is chaired by the president of the University.

8. Occupants: AUB personnel, their family, household help, and guests of AUB personnel residing in university housing.
9. **Repair Costs**: costs, expenses, damages, losses, or charges incurred by AUB in repairing university housing as a result of AUB personnel's use of the university housing.

10. **University Housing**: on-campus and off-campus housing made available to AUB personnel by the University.

11. **University Rules**: the policies, rules, and regulations of the University as established or amended by the University at its sole discretion.

12. **Visitors**: relatives, guests, employees, and others invited by AUB personnel into university housing or onto the AUB campus.

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**Section 2 - General Rules and Regulations on University Housing**

1. The allocation of university housing, whether on-campus or off-campus, is determined by the Housing Committee based on the availability of such accommodation, eligibility, and family size. Requests for university housing, or relocation, should be addressed to the Housing Department. Changes in family status which might affect eligibility for university housing, or type of housing provided, should be promptly notified to the Housing Department.

2. AUB housing shall only be used as living accommodation and may not be used for any other purpose.

3. AUB personnel to whom university housing is made available shall not authorize any person other than members of their family and their household help to occupy or make more than short-term use of any part of the premises made available to them, without the prior written consent of the Housing Department. Under no circumstances may university housing be sublet.

4. Occupants residing in university housing shall abide by all university rules and all laws, decrees, and regulations in force in Lebanon.

5. Occupants residing in university housing shall not use university housing for any political campaign activity or related purpose, nor for any organized religious activity.

6. Drugs, weapons, or material prohibited either by law or by university rules shall not be used or stored in university housing.
Section 3 - Rules and Regulations Particular to On-Campus Housing

1. Housing Rules

   a. The provision of university housing is a privilege, and occupants are expected to make all reasonable efforts to take care in their use of AUB housing facilities and to treat fellow residents with due regard and consideration.

   b. Occupants are expected to keep noise to a minimum and to keep their residences clean and well cared for. Complaints regarding noise or other nuisance should be made to the Housing Department or, outside office hours, to the protection office.

   c. The University shall provide occupants of on-campus housing with the following services: elevator, where available, central heating, cold and hot water, janitorial services related to the premises such as cleaning of corridors, stairs, and collection of refuse.

   d. For safety reasons, occupants are requested to ensure that young children are accompanied in the elevators and when using the University's public areas or playgrounds.

   e. For safety reasons, no flower-pots or other objects may be hung outside windows or balconies, and nothing shall be thrown or permitted to fall outside the building.

   f. Occupants shall not modify or alter AUB housing, internally or externally, in any way, including erecting awnings, changing light fixtures, modifying plumbing or electrical installations, erecting antennae, television dishes, or similar structures on such housing. Exceptions to this rule may be made, provided that the modifications or alterations are in conformity with standards established by the physical plant department, and only after receiving authorization in writing from the Housing Department.

   g. AUB personnel shall deliver the premises and loaned furniture (if any) at the expiration of the assignment, or other termination of university housing, in good condition, normal wear and tear accepted.

   h. The University carries insurance in respect of the university property and for liability to third parties arising from the fault or negligence of the University. AUB personnel are responsible for insuring their personal property against risks such as fire, accidental damage, or theft. For additional information about the University's insurance, contact the Office of Environmental Health, Safety, and Risk Management at extension 2360.

   i. Refuse that can not readily or safely be deposited in the internal garbage chutes may only be left on refuse pick up days in areas designated by the University as a central refuse depository. Such refuse should be contained in securely tied bags not exceeding ten kilograms per bag in weight. For the disposal of large items or cartons, occupants may make arrangements with the head of custodial services, extensions 2051/2.
j. Special receptacles for recycling are provided in each building. Recyclable material should be separated from other refuse and placed in the appropriate recycling containers.

k. The toilets and other sanitary fixtures may only be used for the purposes for which they are intended and shall not be used for refuse disposal of any kind. To conserve water, faucets shall not be left running, unless in actual use.

l. Occupants shall take precautions not to overload existing electrical circuits and shall, under no circumstances, alter the amperage of the existing circuit breakers.

m. Occupants may hold private sales of household goods to other occupants, however, auctions or public sales shall not be held in AUB housing.

n. Storage of combustible or offensive goods or materials is not permitted. Corridors, staircases, and landings should be maintained free of obstruction and shall not be used for storage of any item including bicycles, prams, etc.

o. The sidewalks, passageways, walkways, and driveways used in common shall not be obstructed or used by occupants for any purpose other than for the purposes of entry or exit to or from their respective premises and the common elements.

p. Nothing shall be shaken or hung from any external window, balcony, door, or those parts of the common elements over which occupants have exclusive use.

q. Occupants shall not harm or alter any of the landscaping work on university property. No one shall uproot existing plants or plant new plants, hedges, shrubs, or trees.

r. Occupants shall immediately report to the Housing Department any infestations of pests or insects. Occupants shall cooperate with the University to provide access to the premises for the purpose of eliminating such pests or insects.

s. Occupants shall not keep pets in university housing that the University, at its sole discretion, deems to be a nuisance to other occupants. Each pet owner must ensure that any defecation by the pet is cleaned up immediately by the pet owner, so that the common elements are neat and clean at all times. While outside, dogs must be leashed at all times and shall not be permitted in the playgrounds, athletic facilities, or food service areas.

t. AUB personnel shall take all reasonable precautions to ensure that occupants and visitors observe these rules and regulations. AUB personnel shall be responsible for any losses, costs, charges, or damages incurred by the University by reason of a breach of these rules and regulations by them, their occupants, or visitors. The University may recover such losses, costs, damages, or charges in the same manner as maintenance expenses and other costs and charges relating to the premises.

Long-term or short-term visitors will be allowed to stay in AUB campus housing only if the occupant is present with the visitors.
u. The University, upon providing a 72-hour notice in writing, shall have the right to enter any university residence for the purposes of undertaking such work as the University deems necessary.

2. Commitment Term

Once faculty members receive all the information on their requested on-campus housing and, accordingly, a specific unit is reserved, then they must commit themselves for a minimum of nine-month occupancy before any relocation is considered.

3. Charges

   a. The charges for the use of on-campus housing are in accordance with a scale approved by the Housing Committee and are due at the end of each month. Use of the University's telephone exchange and parking facilities (Appendix VI) is optional and may be provided at additional costs.

   b. AUB personnel shall be held responsible for any and all damage to university housing resulting from a violation of these rules and regulations or any other university rules. AUB personnel shall be responsible for all costs and charges as determined by the University, and the University may deduct any such amounts from compensation due to AUB personnel. If no compensation is due, members of AUB personnel shall settle such costs and charges on demand by the University.

   c. AUB personnel will be charged for all repairs made as a result of their use of AUB housing. However, AUB personnel shall not be charged for maintenance and repairs resulting from normal wear and tear. The University shall deduct the costs of the repairs from any compensation due to them. If no compensation is due, members of AUB personnel shall settle such costs and charges on demand by the University.

   d. Charges are normally assessed and deducted on a monthly basis, in arrears. AUB personnel shall advise the Housing Department, at the earliest possible opportunity, of any intention to vacate university housing and, in any case, provide the University with not less than three months notice, in writing, of their intention to vacate the premises.

2. Moving and Deliveries

   a. Moving days and large deliveries shall be scheduled in cooperation with the Housing Department at least 48 hours in advance.

   b. The elevator shall only be used for the purpose of moving furniture if an authorized representative from the physical plant is in attendance. The scheduling of moves into and out of housing units shall be worked out in advance with the Housing Department.

   c. Service and delivery vehicles shall not obstruct vehicular or pedestrian access to university residences.
d. Costs incurred as a result of damage to the elevator or common elements as a result of moving or receiving a delivery, unless caused by personnel from the Housing Department or from physical plant, will be recovered in the same manner as maintenance expenses and other costs and charges relating to the premises.

3. Repairs

For urgent repairs: water leakage, broken glass, electrical faults, etc.:

a. Contact the physical plant department at extensions 2015/6 or by paging number 900 after office hours (refer to the AUB telephone directory for instructions).

b. Replacement of 110V incandescent light bulbs are available from the physical plant maintenance stores during opening hours (the entrance to the stores is on the west side of the Corporation Yard Building - up three steps). In case assistance is required to change bulbs in an AUB supplied fixture, see (c) below.

c. For all other services contact the Housing Department at extensions 2120/1 during office hours.

d. In case of an emergency, the University shall have the right to enter any residence without prior notice in order to carry out repairs deemed necessary to prevent damage to the fabric of the building or the safety of its occupants. All such works shall be appropriately supervised and documented in writing by the University in accordance with physical plant service request procedures.

4. Renovations or Alterations

The University shall be responsible for ensuring that the premises are clean and in good condition when delivered to AUB personnel. Thereafter, it shall be the responsibility of AUB personnel to ensure that the premises are maintained in good condition. Any renovations, alterations, re-painting, or decorating of a permanent nature shall be in accordance with university standards and requires prior approval, in writing, from the Housing Department. The University will repaint and/or renovate the premises when the Housing Department deems it necessary, but not more frequently than once every five years.

5. Appliances

The Housing Department, extensions 2120/1, should be contacted regarding the following matters:

a. Repair or replacement of university supplied electrical appliances or fixtures and the maintenance of gas stoves.

b. AUB-provided kitchen equipment is delivered in good form and working condition. Equipment maintenance beyond normal wear and tear will be charged to residents.

c. Installation of major appliances including window type air-conditioners purchased by AUB personnel.
d. Electrical outlets and utilities for major domestic appliances purchased by residents will be provided by physical plant. However, the installation of such appliances shall be the responsibility of the supplier and shall be approved by the physical plant department. The maintenance and repairs of such appliances shall be at the responsibility and expense of the occupants.

6. Keys and Locks

a. The Housing Department provides two sets of keys for each unit; additional keys may be requested from the Housing Department. AUB personnel are specifically instructed not to have AUB keys copied outside the University.

b. AUB personnel shall not change any lock in the campus residences or add any new locks without obtaining the written consent of the Housing Department. A copy of the key to any new lock shall be provided to the Housing Department.

c. The protection office has a duplicate key for the front entrance to each on-campus unit. In case of misplaced keys, outside office hours, residents may contact the supervisor of the protection office at the Main Gate who, on presentation of suitable identification, will assist in opening the main door to the apartment.

Section 4 - Rules and Regulations Particular to Off-Campus Housing Leased by the University for the Use of AUB Personnel

1. AUB personnel occupying off-campus housing will be provided with copies of the lease signed between the University and the landlord, and the occupants shall be responsible for abiding by all the specific terms of the lease. The charge for the use of off-campus housing shall be according to a scale established by the Housing Committee and shall be charged directly to the AUB personnel assigned to the relevant unit.

a. In order to benefit from the current housing subsidy, the off-campus lease contract must be signed by the Housing Department and the landlord or his/her authorized representative/s.

b. The faculty or staff member benefiting from housing subsidy should promptly inform the Housing Department of any change in their family status that might affect the rent ceiling.

c. The off-campus subsidy will be granted only if the identified housing unit is within a 20 km radius from the AUB campus (see attached map).

2. AUB occupants of off-campus university housing shall be responsible for the charges associated with the housing unit for the duration of the lease period (generally 12 months), unless otherwise agreed in writing by the director of housing.
3. The University shall not be responsible for any damage sustained by AUB personnel, occupants, or visitors resulting from theft or fire in off-campus housing, whatever its cause, from force majeure or any circumstance beyond the control of the University. AUB personnel will be held responsible for damage to off-campus housing resulting from their use or from a violation of these rules and regulations or other university rules.

4. The Housing Department should be contacted for repairs to university supplied furniture or appliances.

5. AUB-provided kitchen equipment is delivered in good form and working condition. Equipment maintenance beyond normal wear and tear will be charged to residents.

6. The University shall not be responsible for undertaking repairs to items belonging to the landlord or the occupant, or for the repair and maintenance of the landlord's property.

7. The University shall not be responsible for providing utilities or services to AUB personnel residing in off-campus housing. AUB personnel shall be responsible for the payment of all utilities, maintenance, repair costs, municipal taxes, and other costs and charges relating to their occupancy of the premises.

8. AUB personnel shall not modify or alter off-campus housing, internally or externally, without the written consent of the landlord and the Housing Department.

9. AUB personnel shall deliver up the premises and loaned furniture (if any) at the expiration or termination of the assignment in good condition, normal wear and tear excepted.

10. AUB personnel shall permit and facilitate the University's inspection of the premises and of any loaned furniture in order to ensure compliance with these rules and regulations and the lease signed by the University.

11. Lease/Commitment Term: faculty and staff who are granted subsidized off-campus housing are committed to abide by the lease terms and conditions, especially the lease period specified on the contract. Off-campus contracts are for a minimum of one (1) year period and renewed upon the tenant's written request. Furthermore, the lease contracts for the off-campus unfurnished apartments cover only the yearly basic rent. All additional charges such as, but not limited to, utility fee, common charges, and concierge dues are paid separately by the occupants/residents. For off-campus furnished apartments, a minimum stay of six months is required.

12. Moving: the Housing Department will assist in a one-time furniture relocation for off-campus residents within a three-year period, and any repeated and approved relocation within the three-year period will be the residents' responsibility and at their expenses.
Section 5 - Rules and Regulations With Respect to Household Help

1. AUB personnel (employer) occupying on-campus housing and who employ household help who are:

   a. Living in the residence of the employer, or

   b. Lebanese nationals working regularly on part-time basis, or

   c. Foreign nationals employed by an agency that provides household help working regularly or on part-time basis shall register such household help with the department of Auxiliary Services within five working days of the household help commencing employment. Occasional helpers need not be registered with the department of Auxiliary Services. Please refer to Section 1, Article 4 of the Access to Campus Policy for details.

   The word "employer" shall include the household members, where applicable.

2. To register household help, employers must fill and submit the following to Auxiliary Services:

   a. ID Application Form.

   b. Household Help Liability Form.

   c. Two passport sized photographs.

   d. For Lebanese nationals, a copy of their official ID card or a copy of their Ikhraj Kaid.

   e. For foreign nationals, a copy of their passport, including the page on which the relevant Lebanese entry visa is stamped.

   f. For foreign nationals employed by an agency that provides household help, a copy of the contract between the employer and the agency.

   The household help shall present themselves to the ID Centre to receive their university identification cards and to have these rules and regulations explained to them.

3. For household help who are foreign nationals, it is the employer's responsibility to ensure that they are registered with the Lebanese government under the employer's legal sponsorship and that their passport, residency permit, work permit, and university identification cards remain valid throughout their employment. In addition to the documents mentioned in paragraph 2 above, the employer shall periodically submit to Auxiliary Services copies of the following documents:

   a. Valid work permit.

   b. Valid residency permit.
4. Household help are entitled to maintain possession of their passport and their residency permit at all times.

5. All payments due to the household help shall be made in a timely fashion in accordance with the employment contract, and in any event, not less frequently than monthly. No salary deductions may be made, except with the written authorization of the household help granted in compliance with the applicable laws. Household help shall be allowed to have a minimum of one day of rest per week.

6. It is the employer's responsibility to purchase insurance coverage and to provide and pay for necessary medical care and treatment for the household help.

7. Employers must ensure that the dignity and the human and legal rights of household help are fully preserved at all times.

8. The household help shall not be obliged to work for any person other than the employer.

9. Any person who believes that a violation of the above rules and regulations regarding household help has occurred shall report all relevant information regarding the alleged violation to the Office of the Vice President for Human Resources. The University will endeavor to keep the identity of individuals who bring such incidents to its attention confidential.

10. Any person may refer emergency situations to the AUB Protection Office for appropriate action. Protection Office will hand over the case to the appointed designee in Human Resources as soon as feasible.

11. Violation of the above rules and regulations, or any other related laws, policies, or regulations may result in disciplinary measures, up to and including, termination of employment of the person violating the rules and regulations.

Section 6 - Furniture Loan (Applies to On and Off Campus Residents)

1. The University may provide furniture "on loan" to AUB personnel occupying on or off campus university housing, whose home, at the time of appointment, is not in Lebanon.

2. The list of furniture which may be provided on loan is specified in Appendix III. This appendix may be amended from time to time by the university administration.

3. The University shall not be responsible for the provision of any furniture, appliances, or fixtures other than as specified in Appendix III.

4. AUB personnel shall sign a detailed furniture and appliance inventory and will be held responsible for the cost of any replacement or damage except in that which is attributable to fair wear and tear.
5. AUB personnel shall allow and facilitate the University's inspection of the premises and any loaned furniture in order to ensure compliance with these rules and regulations and to determine what repairs are necessary and the costs to be borne by AUB personnel. AUB personnel shall accept the results of any such inspection.

6. All AUB furniture sets are delivered in good form, either new or newly upholstered. The cost of subsequent repairs needed beyond normal wear and tear, or damage to the furniture, will be charged to residents’ personal accounts.

Section 7 - Termination of University Housing Assignments

Without limiting any other recourse of the University, AUB personnel shall immediately, and without delay, or at the expiration of the notice period, if any, vacate university housing without further notice or procedure upon the occurrence of any of the following events:

1. Upon expiration of the term of the assignment of university housing, if any.

2. If the employment relationship between AUB personnel and the University expires or is terminated for any reason whatsoever.

3. If the University informs them, in writing, of its intention to revoke their assignment of housing three months in advance of the date set for the termination of the assignment; or if they inform the University, in writing, of their intention to give up the premises assigned to them by the University, provided the same notice period is given to the University.

4. Forthwith following a notice addressed by the University to them to vacate the premises because of the non-observance by them of any rule or provision which the University, at its sole discretion, considers to be of an essential nature.
APPENDIX I

APPLICATION TO BENEFIT FROM THE HOUSING PURCHASE PLAN

(To download a copy of this application, please click here)

I, the undersigned, _______________________, being a ________________ in the Faculty of _____________________, ID number _________ hereby request that you approve that I benefit from the housing purchase grant as per the Housing Policy and the Housing Purchase Plan (HPP) of the University.

I hereby represent and declare the following:

1. I do not own, directly or indirectly, any primary residence within a 20 km radius from AUB extending from Ed Damour through Bhamdoun then Bikfaiya to Tabarja (see attached map).

2. The house I intend to purchase will be my primary residence in Lebanon.

3. I understand that my eligibility to receive the annual grant is limited to the number of years as provided for in the Housing Policy and the HPP.

4. I understand that the annual grant is subject to income tax pursuant to any applicable law.

5. I understand that the university grant under the HPP will automatically stop on cessation of my employment with the University for whatever reason, and that payment of the grant does not in any way imply any offer of continuation of my employment with the University.

6. I understand that, should the University at any time cease to be satisfied with the evidence submitted, and/or should it appear that any of the representations made hereunder are incorrect, it shall immediately cease payment.

7. I have read the entire Housing Policy and the HPP and understand and agree fully with their contents and undertake to abide by them.

8. I understand that the University reserves the right at any time to change, suspend, or terminate the HPP and/or the Housing Policy at its sole discretion.

9. I hereby submit all documents required as per the procedure for the implementation of the HPP.

____________________                             ______________
Signature                                      Date

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APPENDIX II

HPP MAP

20 Km radius from AUB

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APPENDIX III

FURNITURE SCHEDULE

1. On-Campus Housing
   a. On-campus housing is furnished by the University in accordance with a schedule that takes into account the size and location of the apartment. All apartments are equipped with a refrigerator, a stove, basic living room and dining room furniture, and bedroom furniture equivalent to the number of bedrooms in each apartment. The Housing Department will, on request, provide prospective occupants with a floor plan of the apartment and a furniture schedule. The University does not provide floor coverings, lamps, small appliances, kitchenware, or other household items.

   b. AUB personnel who do not wish to have furniture provided or who wish to return certain items should contact the Housing Department. Generally, all items are treated as sets (e.g., 3 piece sectional settee) which may not be split.

   c. AUB personnel who require additional furniture (e.g., additional bed due to an increase in family size) should contact the Housing Department. Additional items may be provided subject to availability and at the discretion of the Housing Department.

2. Off-Campus Housing
   a. The University may, at its sole discretion, provide furniture on a loan basis to AUB personnel occupying off-campus apartments.

   b. Furniture provided on a loan basis (this list may be amended from time to time by the university administration. Please refer to the table below.

3. Household Help

   The University does not provide furniture for household help either on or off-campus housing.

4. Standardization

   The University has adopted a policy of standardization of furniture. Non-standard items (e.g., specially modified beds or baby cribs) are not provided.
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<tr>
<td>Plastic table</td>
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<tr>
<td>Plastic chairs</td>
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</table>

*Only for on-campus apartments, and the number of units granted will be according to the size of the apartment.*

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APPENDIX V

HOUSEHOLD HELP LIABILITY FORM

(To download this form in Word format, click here)

I hereby declare that I am solely responsible for the employment of

........................................................................................................................................

of the .................................................. nationality,

during the period from ........................................ to ..................................................

and any infringement to rules, regulations and laws in this respect.


Name of Employer                                          Signature of the Employer

Date: __________________________________________________

Required Attached Documents

☐ Copy of the Help's passport
☐ Copy of the employment contract
☐ Copy of work permit
☐ Copy of the Lebanese residency
☐ Two photos for the Help (no need for the renewal of the ID to submit photos)

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