



Residence Hall Application

NEW/ OLD RETURNING STUDENTS FALL 2009-2010

Please read the information found on this sheet & keep it as a reference:

I. Priority for on-campus housing is for the undergraduate students. Graduate students will be accommodated only if places are available. Applications for new students are processed on a first come, first served basis. **Early application is strongly advised.**

Due to our limited capacity and the high demand we have, **private is not a priority.** If possible, priority will be for the current residents from among the senior class, junior, sophomore and freshmen.

II. Criteria for entry into the student residence halls: As a general principle, subject to availability, all students at AUB are entitled accommodation for on-campus student housing. Choice of building is based on priority in the following order:

1. Seniors, who in their previous years at AUB, did not reside in their preferred residence hall.
2. Those wishing to remain in the residence hall they were allocated the previous semester.
3. All others including sophomores, freshmen and graduate students.

III. Application Submission and Deposit Fee:

The application must be submitted at the Office of Student Affairs (West Hall, Room 112 A) following the payment of a deposit fee of 225,000 L.L. at the AUB Cashier's in College Hall.

Students coming from abroad can send this application by mail accompanied by a certified check amounting to 150 U.S. Dollars issued to the order of the American University of Beirut. Please do not send cash money by mail. Applications or photos sent by Email are not accepted.

IV. Residence Hall Fees for Fall 2009-2010 Semester:

Room Type	Total Fee in Lebanese Lira
Double	1,785,000 around 1,190 USD
Semi Private (only in the women's dorms)	2,205,000 around 1,470 USD
Private	2,900,000 around 1,933 USD

* The above rates do not include the Mayfair fees which is a women's residence hall located off-campus within a short walking distance from AUB on Jean D'Arc Street.

MAYFAIR

Room Type	Fees/Month in Lebanese Lira	Fees/Semester in Lebanese Lira
Double	600,000/ person around 400 USD	2,580,000/ person around 1,720 USD
Private	1,050,000/ person around 700 USD	4,515,000/ person around 3,010 USD
Suite for two	1,125,000/person around 750 USD	4,837,500/ person around 3,225 USD

* Every room in Mayfair has its own bathroom and balcony. The suite consists of one bedroom for two persons, a living room, a kitchenette and a bathroom.

1. Residence Requirement for Freshmen Students

Freshmen students whose parents do not reside in Beirut or its suburbs are **required** to live in the **university residence halls** during their first year. This requirement may be waived upon written request by a parent or guardian submitted to the Office of Student Affairs.

2. Deadline for Submitting Dorm Application

The completed application form should be submitted to the office of Student Affairs by **Friday July 17, 2009**. *Kindly note that spaces are limited. Applications received after the deadline will be processed only if space is available. Early application is strongly advised.*

3. Cancellation of Application and Liability for Fees

Students may **cancel** their application for room reservation **without financial penalty by Friday August 19, 2009**. **Cancellations must be submitted in writing to the Office of Student Affairs or via Email.** Students who cancel after this date will lose the deposit fee paid.

4. Failure to Take up Residence and Early Departure

Failure to take up residence does not eliminate liability for fees. **Failure to cancel** the room reservation **prior to the start of the semester will result in a fine ranging between 10% and 25%** of the student residence fee. **Those who voluntarily depart from their dorm before the end of a semester are not entitled to receive a refund.**

5. Confirmation of Dorm/Room Assignments

Confirmation of dorm assignments will be announced by **Monday September 21, 2009**.

6. Services and Equipment

AUB provides basic furniture in each room as well as free laundry and ironing facilities. We do not provide linen, towels or “household” appliances. Students should bring with them pillows, bed linen, towels, and any small electrical appliances they may require. **Gas containers and/or electrical heaters represent a safety threat and are therefore prohibited.** All dorms are wired for 220 volts except Kerr hall, which is 110 volts. All dorms have wireless Internet coverage.

7. Personal Property Insurance and AUB Liability

AUB cannot assume responsibility for personal property kept in a student’s room. We strongly recommend private insurance coverage against risks such as fire or theft.

8. Keys

- Room keys in the dorms are given to students during the period of their stay. Responsibility for these keys during this period is solely with the student. The student must return all keys, in person, once the term of his/her stay has ended.
- A **fine of L.L. 60,000** will be charged in case of loss or failure to return keys upon check out. The Office of Student Affairs must authorize duplication of dorm keys. Unauthorized duplication of any university key is strictly forbidden and will result in disciplinary action at the discretion of the Dean of Student Affairs.

9. Curfew Policy

Curfew hours are as follows:

Sundays –Thursdays from 12 midnight till 7:00 a.m.

Fridays from 1:00 a.m. till 7:00 a.m.

Saturdays from 2:30 a.m. till 7:00 a.m.

Graduate/Medicine students are exempt the curfew policy.

Students found in violation of the curfew hours will be subject to severe disciplinary action at the discretion of the Dean of Student Affairs.

Please check our Curfew Waiver Form for further information on curfew policy and waiver.

10. Smoking and Alcohol

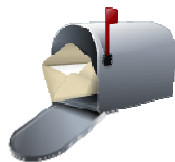
As part of the AUB community, the residents are required to abide by the smoking policy that is applicable on campus. In the residence halls, smoking is not permitted in public areas of the dorms and double as well as semi private occupancy rooms.

Alcohol is strictly prohibited at all times anywhere in the dorms.

11. Residence Hall/Room Assignment and Roommate Criteria

The choice of room/dorm for new students is determined by Student Housing which reserves the right to **change the resident's assigned room in cases where private may be assigned or in cases of room reservation cancellations.** Students who do not specify a roommate will be assigned a roommate from among the pool of applicants we have. A request to change room/roommate may not be accommodated upon the mere occurrence of roommate disagreements. Students are urged to mediate their differences and compromise. If no agreement is reached, Student Housing will meet with both parties and decide the appropriate course of action.

Please refer to our webpage for any further information on rules and regulations as well as residence life. <http://staff.aub.edu.lb/~webstdhs/>



Contact Address

American University of Beirut

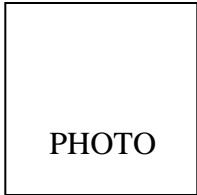
P.O. Box 11-0236 / Student Affairs

West Hall, Ground Floor Room 112 A

Riad El Solh Square 1107-2020

Tel. + 961 1 374374 Ext. 3170/3171

Fax + 961 1 744478



Please Print Clearly

*Spell your name exactly as it appears on your official AUB records
Provide all 9 digits of your AUB ID Number*

AUB ID

Faculty: _____

Major: _____

I. PERSONAL INFORMATION

First Name : _____ Middle: _____

Family Name : _____

1st Nationality: _____ 2nd Nationality: _____

Gender: F M **Date of Birth:** ____/____/____

Home Tel: _____ Mobile : _____

E-mail: _____

Permanent Home Address : _____

Class (as of Fall 2009-10)

- UPP
- Freshman
- Sophomore
- Junior
- Senior
- Graduate

Class (as of Fall 2009-10)

For schools like FEA:

- 1st year
- 2nd year
- 3rd year
- 4th year

II. CONTACT INFORMATION (for Emergency Circumstances)

Name (parent or guardian): _____

Relationship to Student: _____

Tel. _____ Mobile _____

Fax # (if any) _____ E-mail _____

Home Address: _____

Type of Student

You can check more than one

- New Student
- Exchange/Visiting
- Old Returning Student
- International Student
- Old returning resident

III. PREFERENCES:

Completion of this section will help the attempt to match your needs, but we may not be able to accommodate all your preferences. We do not guarantee room choice or roommate preferences under any circumstances.

Please rank in order of preference 1, 2, 3, etc. and note that current residents have a priority in the dorm/room assignment process.

WOMEN'S HALLS	MEN'S HALLS	ROOM TYPE
<input type="checkbox"/> Boustani <input type="checkbox"/> Jewett <input type="checkbox"/> Murex <input type="checkbox"/> New Women's * <input type="checkbox"/> Kerr II <input type="checkbox"/> Mayfair **	<input type="checkbox"/> Kerr <input type="checkbox"/> Penrose <i>All rooms are either double or private.</i>	<input type="checkbox"/> Private <input type="checkbox"/> Double <input type="checkbox"/> Semi Private <input type="checkbox"/> Mayfair Suite for 2 persons
* All rooms in New Women's are semi private ** Please check the Mayfair rates found on the information sheet-page 1		

Preferred Roommate: _____

For further consideration, your name must appear on the application of the preferred roommate.

Expected Graduation Date

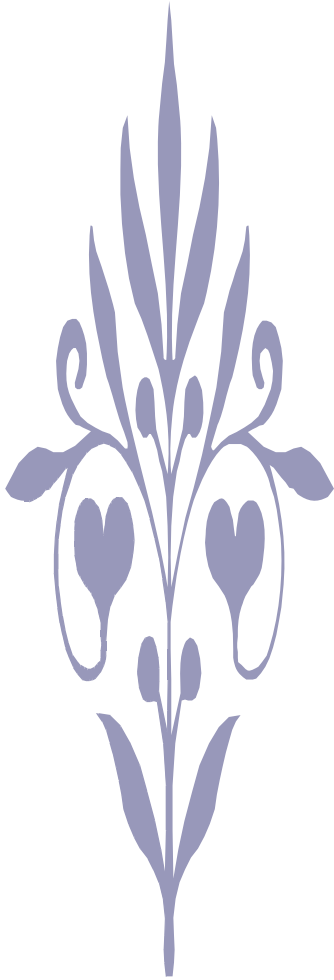
Do you have a disability of allergy that we should be aware of? *Please specify*

**OFFICIAL USE ONLY
DATE RECEIVED:**

ASSIGNMENT

Dorm: _____

Room: _____



IV. RELEVANT INFORMATION

(Completing this section will help us in the roommate matching process)

- I smoke* I don't smoke
- I prefer a non-smoking roommate I do not mind to stay with a smoking roommate*
- I usually stay up till late I go to sleep before 12:00 midnight
- I usually wake up early before _____ a.m.
- I listen to music while studying I prefer a quiet study environment
- I prefer to study outside my room I prefer to study in my room

Hobbies and interests - *please specify*

*** Smoking is not allowed in public areas of the residence halls and all double and semi private occupancy rooms**

DECLARATION

*Please sign and date this declaration
Unsigned applications cannot be processed*

I wish to apply for on-campus housing. I have read the above information and agree to abide by AUB's rules and regulations governing residence on campus.

I understand that with this application, I must pay an amount of 225,000 L.L. as deposit fee and I will lose that fee if I do not cancel by August 19, 2009.

All information I have provided in this application is accurate and true to the best of my knowledge. I understand that any false information may lead to action by the Dean of Student Affairs, which may include expulsion from the dorms without refund.



SIGNATURE: _____

DATE: _____

Move-in Date

For Fall 2009-10, the move-in may begin as of **October 2, 2009 before 2:00 p.m.**

Students who **fail to check in** during the first week of the semester without notifying (in writing) the Student Housing of any anticipated delay **may lose their place.**

Students who fail to cancel, in writing, the room reservation prior to the start of the semester will be charged a fine ranging between 10 % and 25% of the student residence fee.

APPLICATION DEADLINE: FRIDAY JULY 17, 2009