STUDENT HOUSING AGREEMENT

TERMS OF AGREEMENT

Introduction:

This Residence Agreement is a binding contract, and you must agree to these TERMS OF AGREEMENT when you apply for student housing. If you are new to University Housing you must complete the application process and if granted an accommodation no dorm deposit is needed and the student housing fees will be billed to your account and can be paid with the tuition fees. If you move out of housing before the end of a semester, you will not be refunded dorm’s fees. If you decide before the beginning of the semester that you want to cancel your application, you must formally cancel within the pre-determined deadline period which will be announced by the student housing office and you need to send an email to na84@aub.edu.lb or nf07@aub.edu.lb stating your cancelation notification; failure to do that you will be penalized an amount of 300,000 Lbs.

By agreeing to the terms of this Residence Agreement, you agree to pay the required fees. You also agree to familiarize yourself and comply with all university policies and with the Student Code of Conduct (https://aub.policytech.eu/dotNet/documents/?docid=147&public=true); to be courteous, respectful and considerate of other residents and staff.

You may be temporarily or permanently relocated to other housing or denied the privilege to live in any University housing at any time depending on circumstances that are deemed appropriate by the University.

Breach of University residence policies; conduct in violation of the rights of others; misrepresentation of facts during the assignment process or on your housing application; or violation of the terms of this agreement is grounds for the immediate termination of your occupancy and/or the withdrawal of future university housing privileges without reimbursement, and may result in disciplinary action. Students deemed ineligible for university housing and denied housing privileges for violation(s) of this agreement remain financially liable for the entire term in which they are removed.

The university reserves the right to make changes to this agreement and supporting policies from time to time without prior notice.

Eligibility for Student Housing:

To be eligible to live in student housing during the academic year (fall, spring and summer), you must be enrolled as a fulltime student each semester of occupancy and should have submitted your application on time. Priority is given to freshmen students among the new applicants. After freshman, priority is given in the following order: International Students who are at AUB on the basis of a formal institutional agreement that requires university housing to be offered; Scholarship students accepted in accordance of a contract that stipulates guaranteed university housing; undergraduate international students and/or students who attended all secondary school years abroad; all new undergraduate students and current residents.
If you are a current student who is assigned a room we will try our best to retain a space for you in the dorms during your stay at AUB for the following semester, assuming that the proper procedures were followed. It should be clear, however, that this is not understood as a guarantee for renewal and current students do not have priority over other new students.

Student housing for graduate students receives lowest priority although in case of availability priority will be given to students coming from abroad. It should be noted however, that if this category of students is assigned a room it will be limited to two semesters only.

Please consider carefully your decision regarding your declination of a housing offer. This will be considered as “no urgent need” for student housing and as such you are less likely to be offered future housing.

If you terminate your enrollment or if you are suspended from the University at any time after having moved into your residence, you must vacate your residence immediately after such termination or suspension. This however, does not release the student from the financial obligations for the whole period and thus no fees will be refunded. In all cases 48 hours is the maximum period permitted to vacate the premises.

Application Submission:

Applications must be submitted online (Application). Upon submitting your application you will receive a notification stating “thank you for filling the application”. If you fail to receive a notification please contact directly the department of student housing at na84@aub.edu.lb or nf07@aub.edu.lb

Students should receive an answer regarding the status (accepted, declined, waitlisted) of their application at a date that will be posted on the Student Affairs/Student Housing website.

Please do not contact student housing staff by phone or in person regarding the status of individual applications and student housing staff will not respond to calls or emails in this regard. Excessive lobbying or aggressive and persistent demands for response could be considered as harassment and abuse and may result in disciplinary actions. Verbal or physical assault on staff may be reported to the police authorities.

Room Types:

Females’ residence halls:

Boustany, Jewett, & Murex halls have double-occupancy rooms and one semi-private unit per floor.

New Women’s has semi-private units only.

The off-campus residence hall is located few blocks off campus and has double occupancy rooms, private rooms, and suites for 2 & 3 students.

Kerr II has double-occupancy rooms and is located on the upper campus.
Men’s Residence Halls:

Kerr Hall has double-occupancy rooms.

Penrose Hall has double-occupancy & semi private rooms but is currently under major renovation.

Room Assignment:

Room assignments for new students are made by the office of student housing. The University will attempt to take into account room type and roommate preferences from the application form; however, we cannot guarantee requests for particular accommodation.

The Resident understands and agrees that the housing contract is for a general room assignment determined by the university, not a specific room or roommate.

No moves are allowed unless authorized by the department of student housing. Validated changes in the assignment can only be done during the first week of the semester. Unauthorized moves may result in the loss of the room change privilege and disciplinary action.

At any time during your stay in the residence hall, the university reserves the right, without notice, to assign/change roommates, to change accommodation assignments and/or to consolidate vacancies by requiring you or other residents to move from one accommodation to another. This may include requiring you to move to a different residence hall, or floor.

If you have special needs that require physical accommodation, the university will meet your needs to the best of its ability, provided that you include all the needed information in the application. If you have concerns that are personal and unique to your situation, please let us know by writing to na84@aub.edu.lb &/or nf07@aub.edu.lb

Fees:

The fees will be determined each year and is published on the Student Affairs/Student Housing website, and university catalogue. Residents are responsible for paying the prevailing university housing accommodation fees established by the university. The amount is billed to the student’s account.

Check in process:

Our residence staff is not in place until move-in day (determined each year and communicated to all incoming students). Please do not plan to arrive before the scheduled move-in day. For new international students the reservation is arranged with the Office of International Programs (OIP) during the orientation period.

The check in date is within the 48 hours that precedes the start of every semester. It’s preferable to check in before 2:30pm.

Check out procedure:
At the end of each semester, you must: (a) make sure that your room is neat and clean; (b) all personal belongings are removed; and (c) issued keys are returned. Keeping items beyond the check-out deadline is considered unauthorized occupancy that would lead to disciplinary action and a penalty will be charged on daily basis in accordance with the room type. In addition, the costs (cleaning and removal of personal items or any other cost incurred) arising from the failure to vacate the room will be charged to your account. Belongings left behind upon check out will be considered abandoned and will be disposed of by the university with no liability. The university will be under no obligation to store any such belongings remaining in the room. However, shall you need to store any belongings; the Student Housing Office provides a storage facility for its residents based on certain guidelines (http://www.aub.edu.lb/sao/housing/Documents/Storage-policy-amended-SPRING%2014-15.pdf). Please make sure to make storage arrangement with the student housing department before your moving out time.

**Keys:**

Room keys are given to residents upon check-in. The resident is not permitted to give their keys to other individuals. If a key is lost, the resident must notify in writing the front desk and the student housing department immediately. The resident will be charged for the key and the lock. Keys must be returned in person once the term of his/her stay has ended. Residents will be charged in case of loss or failure to return the keys upon check out. Duplication of any university key is strictly forbidden.

**Inter semester breaks (Fall-Spring & Summer/Fall):**

Residence halls are closed during the extended holiday between the fall and the spring semesters and between summer and the fall semesters. During these periods, you are not permitted to access or reside in your accommodation. If you fail to vacate your room during this period then you are in breach of the housing agreement and the university will have the right to evict you and you will forfeit your right for student housing in addition to extra charges that you need to pay. During this period of closure personnel of the university may enter any room, without prior notice, for reasons of health, safety or general community welfare, or to make repairs and deliveries to the room and room equipment, or to inspect the premises, or to investigate possible violations.

**Room entry for inspection and repairs:**

The university will strive to respect the privacy of the resident. However, at times it may be necessary for the university personnel to enter a student’s room or for university staff to escort non-university personnel to a residence hall room. Reasonable efforts shall be made to notify the resident(s) in advance of any entry but cannot always be guaranteed. Residence staff has the right to enter a resident’s room for the purpose of maintenance, inspection of facilities, health, safety, security or in the event of an emergency or if there is suspicion/reliable information that university policy is being violated.

**Guests:**
A guest is considered to be any non-resident in the residence halls. AUB residents are entitled to host one guest in their dorm room for a period of up to 3 nights; one time per semester after getting the authorization of the housing department. Such authorization is exercised by the university in its absolute discretion and may be withheld or withdrawn for any reason. Guests are not allowed during check-in or check-out periods, reading periods or during final exams. A guest is considered a peer; i.e. a friend, cousin, sister or brother. Parents or grandparents of AUB students are not eligible as guests. In this case, there are fees that apply. Please follow this link http://www.aub.edu.lb/sao/housing/Documents/GUEST%20POLICY-Student-Housing-October-2015.pdf to learn more about the guest policy and the fees.

Visitors:

Residents may receive visitors between 7:00 am until 12:00 midnight. However, please note that visitors of the opposite sex are only allowed in the lobby of the residence halls. Residents who receive visitors of the opposite sex in their rooms will be subject to disciplinary action and possible eviction from the student housing.

Lost or Stolen Items:

The University shall not be liable for lost, stolen or damaged items of personal property, no matter how caused.

Damages and Costs:

Residents will be held financially accountable for damages, lost property or extraordinary service or administrative costs you, or your guests cause to residence facilities whether through accident, neglect or intent. In addition, the resident may be subject to disciplinary action. When responsibility for the above cannot be ascertained, the charge will be assessed equally among the residents in the unit, floor, or building. If major damage or cleanliness issue is caused you may jeopardize your chances to take future accommodation at our residencies.

Student Housing Staff Entry into Student Rooms

The University reserves the unconditional right to enter rooms occupied by students in the interest of health, safety, and conduct. The housing staff and other authorized university personnel may enter a student’s room at any time for cleaning, inventory, maintenance, inspection, repairs or investigation upon reasonable grounds in the belief that a violation of university rules and regulations has been or is being committed. The housing staff and other authorized university personnel may enter a student’s room for any of these purposes whether or not the occupants are present.

Communication:

The student housing office communicates with residents by means of mailboxes or university email. Students are responsible for all information send through such communications.
Cooperation and respect for University Staff)

Compliance with the direction of residence hall staff members, including RAs, professional staff, and security guards is required. Failure to comply will result in disciplinary action. Inappropriate outbursts, disruptive behavior, threats and/or harassment directed at any housing or security staff member may result in eviction from the residence hall and/or other disciplinary actions.

Security:

As a resident you play a major role in taking reasonable precautions to ensure that your accommodation and your building are protected from a breach of security. There are several things to be done at your part and this includes, but is not limited to, locking your door(s), not permitting unknown persons into buildings, and immediately reporting strangers or security concerns. It should be noted that corridors and lounge areas in Kerr I are under CCTV camera surveillance and at Women’s dorms most common areas are being also monitored under surveillance.

Residence halls access and curfew Policy for all residents and the special arrangement for Freshman Students:

All residents who enter their dorm after midnight must register their name at the reception desk. Curfew hours are between 12:00 midnight and 7:00 am from Sunday through Thursday, until 1:00 am on Fridays and 2:30 am on Saturdays. It should be noted however, that the housing staff will not be performing daily attendance check in the rooms.

With regards to FRESHMAN STUDENTS, if the parent/ legal guardian of a freshman student wishes to grant the son/daughter the permission to be exempted from the curfew policy a curfew waiver (English version: http://www.aub.edu.lb/sao/housing/Documents/curfew-english.pdf; Arabic version: http://www.aub.edu.lb/sao/housing/Documents/curfew-arabic.pdf) has to be filled out and signed.

Freshmen Residents who do not have curfew waiver must be physically present on campus before curfew hours begin. Forged waiver forms will subject the resident to university action in accordance with the Student Code of Conduct (https://aub.policytech.eu/dotNet/documents/?docid=147&public=true).

Smoking:

Residents have to abide by the smoking policy in the university. As such, smoking of any kind is not permitted in ALL areas of student housing buildings. Smoking is prohibited outside of any designated smoking area on university property. Residents who are found to have breached the policy will be subject to disciplinary action in accordance with the Student Code of Conduct (http://www.aub.edu.lb/sao/Documents/non%20smoking%20message.pdf)

Drugs:

The distribution, possession, storing, transferring, selling or attempting to sell, delivering, using or attempting to use, any illegal drugs, narcotic or hallucinogenic, is strictly prohibited. Any
involvement, whether direct or indirect, in any illegal drug or drug-related activity is prohibited. These activities may result in eviction, disciplinary action and referral to the Office of Narcotics of the Internal Security Forces.

Alcohol:
The possession or consumption of alcohol is strictly forbidden. Students who are found to be in violation of this regulation will face disciplinary action. In addition, students who are in a state of intoxication (even if the intoxication occurred outside the university premises) may be denied entry to the residence hall if their behavior is disorderly and uncooperative or if the person is deemed a danger to self or others. In such a case, the office of protection will be contacted to transfer the student to the medical center.

Gambling:
All sorts of Gambling are prohibited in residence halls.

Harassment and Bullying:
Bullying and harassment are unacceptable forms of behavior in our residents. The use of power and aggression to control and distress others is strictly prohibited. This can take different forms (verbal, physical, non-verbal), and can occur in person or via electronic media (texting, social media, online chatting, etc.). Cases of such sort will be dealt with by the office of student affairs and may lead to disciplinary action and eviction.

Noise:
Residence halls are shared living spaces for a large number of students. Please have respect for your fellow residents and avoid excessive noise. Quiet hours must be observed on daily basis from 10pm to 7am. Quiet hours must be observed on daily basis from 10pm-7am and 24/7 during final examination periods. Courtesy hours are always in force.

Pets:
Residents are not permitted to keep or take care of pets or animals within the residence halls, even temporarily. Guests may not visit the accommodation with pets or animals. Reported cases will be subject to disciplinary action/eviction of dorms.

Fire and Life Safety
Candles and/or incense are prohibited in all residence halls. Combustibles, flammable liquids and substances of any type (e.g., fuel, kerosene, propane, oil, open paints/thinners, etc.) are prohibited. The setting of fire, tampering with, or misuse of any fire safety equipment is strictly prohibited. Anyone who is found to be involved in such actions may be removed from residence and may be subject to disciplinary action. The possession of weapons including but not limited to firearms, ammunition, knives, bows, paint ball guns, slingshots, is prohibited. This also extends to firecrackers and other explosive or potentially dangerous objects. It should be noted that using any object in a threatening or aggressive manner may result in eviction, disciplinary action and referral to the Police Department. Cooking is permitted only in designated areas.
Cooking is prohibited in all other areas. Initiating, encouraging, supporting or participating in pranks that are inappropriate, disruptive, offensive or hostile toward residents and/or staff, or that jeopardize the safety and security of others is prohibited and may result in eviction and disciplinary action.

**Balconies and common Areas:**

All balconies and common areas must be kept clean, neat and orderly at all times, and may not be used for cooking, storage or drying of items. University furniture is provided for indoor use and is not permitted to be used outdoors.

**Posters:**

Religious and political posters or pictures are not permitted to be taped or tacked to doors, window casing, or furnishings. Please refer to the following link [http://www.aub.edu.lb/sao/Documents/Archives%20till%20December%202013/SEP%202012%20AUB%20Student%20Affairs%20Poster%20Policy.pdf](http://www.aub.edu.lb/sao/Documents/Archives%20till%20December%202013/SEP%202012%20AUB%20Student%20Affairs%20Poster%20Policy.pdf) for more details regarding poster policy at AUB.

**Items that are prohibited in the accommodation:**

For safety reasons there are certain items (iron; toaster ovens; toasters; hot plates; grills, steamers; open flame cooking devices or heating units; halogen lamps, hookahs; and dartboards) that are prohibited in the accommodation. Please refer to the following link [http://www.aub.edu.lb/SAO/HOUSING/Pages/faq.aspx](http://www.aub.edu.lb/SAO/HOUSING/Pages/faq.aspx) to answer many of your questions including questions about items that you need to bring and items that are prohibited.

**Force Majeure:**

“Force majeure” is an unexpected and disruptive event where its cause is beyond the control of the university. Acts of God, fire, flood, earthquake, riots, war, are only examples of such things. In such case the university assumes no responsibility for failure to perform any terms or conditions of this agreement.

**By submitting this application, I confirm I have read and agree to be bound by its terms and conditions.**