

STUDENT HOUSING AGREEMENT

I. TERMS OF AGREEMENT

Introduction

The Student Housing Agreement is a binding contract whereby the student must agree to its TERMS when applying for student housing. As a resident you also need to familiarize and comply with the 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. If you violate this agreement, you can be deemed ineligible for university housing or denied housing privileges. 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, can be grounds for the immediate termination of your occupancy and/or the withdrawal of future university housing privileges without reimbursement, and may also result in disciplinary action. In the event that necessitates expelling the resident out of Student Housing, he/she will still be financially liable for the entire semester in which he/she is removed. The student housing department reserves the right to make changes to this agreement and supporting policies from time to time without prior notice.

Eligibility for Student Housing & room reservation criteria

To be eligible to live in AUB Student Housing facilities, you must be enrolled as full time student for the Academic Year you are applying to dorms. The application submission is via one of the 3 below phases:

- Phase 1: Fall & Spring of each Academic Year
- Phase 2: Spring term (for new housing applicants only)
- Phase 3: Summer term (for summer applicants only)

Among current & new students who applied on time, the priority of room reservation is given to:

- New freshman students (*International applicants followed by local applicants*)
- New International students on institutional agreement requiring university housing to be offered (*e.g. Exchange program etc...*)
- New Scholarship students accepted in accordance with a contract also requiring housing to be offered (*e.g. MEPI, USAID, MasterCard etc...*)
- New Sophomores coming from abroad (*International applicants followed by local applicants*)
- Current AUB students per application date (*Renewing residents followed by new to dorms*)
- New students who didn't apply on time
- Current AUB students who didn't apply on time

Graduate applicants (excluding medicine students) are considered low priority, however if places are available once all undergraduate applications are processed, the below room reservation criteria is to be followed:

- International graduates
- Master students
- PhD students

****Medicine students are not eligible for housing as their Academic year calendar begins and overlaps with the calendar of under-graduates and regular graduate students.***

Application Submission

Applications must be submitted online. Upon submitting your application you will receive a "thank you for filling the application" notification. If you fail to see this message, please contact the office of student housing by sending an email to na84@aub.edu.lb and nf07@aub.edu.lb.

All applicants will receive an update regarding the status of their application (accepted, declined, or waitlisted) at a date that will be determined on the Student Housing homepage.

Should you wish to withdraw your application or cancel your reservation, you must notify the Student Housing Office in writing by sending an email to na84@aub.edu.lb and nf07@aub.edu.lb.

Please do not contact student housing staff by phone or in person regarding the status of your application. Student Housing staff will not respond to calls or emails regarding applications. Excessive lobbying, persistent demands for response, or verbal physical assault on staff could be considered as harassment and abuse and may lead to university disciplinary actions or be reported to the police.

Fees & cancelation of application

The dorm accommodation fees are determined on Academic year basis and are published on the Student Housing homepage as well as the University Catalogue. You are responsible for paying the prevailing accommodation fees along with the tuition sum charged to your account.

Cancelations that take place during the specified period stated by the Student housing upon your application form will be exempt from the \$200; nevertheless, any cancelation extending from the specified exempt penalty period until the first week of University involves a non-refundable penalty of \$200. Should you decide to cancel your reservation after the first week of University or terminate your enrollment or get suspended from the University before the end of the semester, you will still be held accountable for the financial obligations for the whole period, and no fees will be refunded.

Room Assignment & roommate criteria

Room assignment for students is processed by the Office of Student Housing. By agreeing to the terms of the Student Housing Agreement, you acknowledge that the housing contract is for common dorm & room reservation which is determined by the student housing division as per availability and not as per specifications declared by you.

Room type and roommate preferences will be taken into account, however the Student housing office cannot guarantee fulfilling the requests at all times. Students who do not specify a roommate will be assigned a roommate from among the pool of applicants.

Attempt to swap room and/or roommate is not allowed unless authorized by the Office of Student Housing as the process requires the written approval of parties involved before the changes can take place. Unauthorized moves may result in the loss of room change privilege as well as disciplinary action.

Approved changes in the assignments take place during the first week of university. Please bear in mind that the Student Housing Office reserves the right to re-assign or relocate you for purpose of accommodating roommate preferences or students from the waiting list.

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 exceptional to your situation, please contact the Student housing office by sending an email to na84@aub.edu.lb and nf07@aub.edu.lb

Roommate Relations

As roommate conflicts are a normal part of residence life experience, the residents are urged to discuss their differences maturely.

It is always advisable that residents discuss living arrangements at the beginning to avoid potential disagreements. Always remember that silence is a sign of consent and that compromise is an essential part of healthy roommate relations.

It is not the policy of Student Housing to change a resident's room upon the mere occurrence of a disagreement or conflict. Students are encouraged to mediate their differences and compromise. If no agreement can be reached, Student Housing will meet all the parties concerned and take the appropriate course of action.

Check-in, Check-out procedures & Storage

The check-in begins within the 48 hours preceding the beginning of the semester and ends within the first week of it.

Students who fail to check-in within the first week of university or fail to notify the student housing office of any expected delayed check-in, will be automatically cancelled their reservation.

Please do not plan to arrive before the scheduled check-in day as the residence halls and staff members are not in place until the official move-in date determined and announced by the Student Housing office to all incoming students.

For prospective international students accepted to dorms and attending the orientation program, early check-in is arranged in coordination with the Office of Student Housing

By the end of spring of each Academic year, you must make sure that:

- your room is tidy and clean;
- your personal belongings are packed neatly and transferred to the storage;
- Issued keys are returned.

Keeping your items in the room beyond the check-out deadline is considered unauthorized occupancy and would lead to disciplinary action and a penalty (charges will apply on daily basis in accordance with the room type, in addition to costs involving cleaning/ removing your personal items or any other cost incurred).

Belongings left behind upon check-out will be considered abandoned and will be disposed of with no liability.

Should you terminate your enrollment or get suspended from the University, you must vacate your room within 48 hours from the termination or suspension.

For more information and guidelines regarding the storage facility please review the storage policy.

Inter-semester breaks (Fall-Spring & Summer-Fall)

Residence halls are officially closed between fall and spring semesters and between summer and fall semesters.

During the extended holidays period (between fall and spring), residents are entitled to keep their belongings in the rooms, however are not allowed to access or reside in it. Residents who fail to depart from their room during this period are in breach of the housing agreement and the university reserves the right to evict them and forfeit their right to student housing.

Residents who are required to be on academic mission during these periods are urged to coordinate with the office of student housing in advance in order to secure permission to stay. In such cases, proof documents should be addressed in writing by the concerned professor and Chairperson of the faculty. Charges will apply on night basis and based on room type occupied.

II. RULES & REGULATIONS

Communication

The Student Housing Office communicates with residents by means of university email (mass & individual). Students are responsible for all information sent through such communications.

Room Keys

The room keys are handed in to the student upon check-in. Responsibility for these keys lies with the student alone. They may not be copied or given to anyone under any circumstance. Unauthorized duplication of these keys is strictly prohibited and will subject the student concerned to disciplinary action in addition to a financial penalty.

Room keys must be returned to the student housing staff concerned immediately upon check-out. The check-out card is the only proof against any claim made by a dorm staff to the effect that the keys were not returned.

A charge of \$ 40 will be imposed in the event of loosing or not returning these keys.

Lock Out

Each dorm is equipped with spare keys to be used only by the authorized Student Housing staff or RA's in the event of lock out. A register is kept at each dorm whereby every staff or RA will write down the name of the student who gets locked out of his/her room. A charge will be imposed in the event a student gets locked out more than three times per month.

Room Cleanliness & Personal Hygiene

In view of the fact that most rooms are double-occupancy, residents are required to maintain their room neat and clean. Cleanliness is considered one of the major causes of roommate conflicts. Any resident found to be in violation of basic cleanliness standards will lose any priority for living in the student housing facilities.

While personal hygiene is a private matter, every resident is urged to take care of this aspect. Living as part of a community makes personal hygiene a must and a necessity. If major cleanliness issue is caused you may jeopardize your chances to take future accommodation at our residences.

Laundry Service

Every dorm has a free laundry service including washing machines and dryers which are operated according to a weekly schedule. Proper handling of this service ensures its continuity. Every resident who likes to make use of this service must respect the laundry schedule and procedure. As a community concerned with saving energy and water resources, every resident is required to use this service responsibly mainly not to operate these machines to wash few items only. Students who abuse this service will be denied access to this service and will be charged the damage cost in addition to disciplinary action.

Every resident is responsible for his/her personal belongings while using this service. We recommend that the resident/s doing laundry remain nearby just in case they were needed.

Lost or Stolen Items

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

Room Entry for Inspection and Repairs

As the privacy of the residents is a priority, no Student Housing staff or RA may open a resident's room to any guest whether friend or family for any reason. Any resident who wishes to give such access must inform Student Housing in writing and during working hours. The room occupant alone bears the responsibility for giving such access.

For maintenance and safety purposes, the Student Housing personnel are authorized to enter the rooms twice per month and also upon a student's request for maintenance, repairs and delivery of room equipment, or to inspect the premises and investigate any violation that is taking place.

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.

Damage and replacement Cost

You 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, you 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 is caused, you may jeopardize your chances to take future accommodation at our residences.

Security

As a resident you play a major role in taking reasonable precautions to ensure that your residence and accommodation are protected from a breach of security. There are several things to be done on your part, including but not limited to: locking your door (s), forbidding unidentified persons from accessing your residence, and immediately reporting strangers or security

concerns. It should be noted that the hallways and lounge areas in Penrose and Kerr I are under CCTV camera surveillance. As for women's residences the common areas are under CCTV such as entrances, elevators, and lounge.

Late arrival Sign-in/Campus & Residence Halls Access

All residents entering campus after midnight are required to sign their names at the AUB gates and in the halls. Cooperation with the security officers and night staff is a must as these people are to ensure the residents' safety and well being. Residents must carry their AUB I.D. at all times, otherwise their access inside campus will be delayed for a considerable time.

Curfew Policy

Freshman students living in the student residence halls are required to be physically present on campus according to the following schedule:

| | |
|------------------|-----------------------|
| Sunday- Thursday | Midnight – 7:00 a.m. |
| Friday | 1:00 a.m. – 7:00 a.m. |
| Saturday | 2:30 a.m. – 7:00 a.m. |

Freshman residents may be waived out of this requirement only if their parent or legal guardian completes and submits a curfew waiver form (English version: <http://www.aub.edu.lb/sao/housing/Documents/Curfew-Waiver-English-amended-Spring%2014-15.pdf>; Arabic version: <http://www.aub.edu.lb/sao/housing/Documents/Curfew-Waiver-Arabic-amended-spring14-15.pdf>)

Students who fail to abide by the curfew policy will be subject to disciplinary measures including the expulsion from the dorms

This form shall remain valid throughout the resident's stay at the residence hall unless the parent or legal guardian notifies in writing, the Student Housing of his/her decision to cancel this waiver.

Students who are found to have falsified this document will be subject to severe disciplinary measures in accordance with the Student Code of Conduct (<https://aub.policytech.eu/dotNet/documents/?docid=147&public=true>).

Undergraduate sophomores, juniors, seniors and graduate students in addition to the temporary guests are exempt from the curfew policy.

Visitors & visiting hours

The residence halls are open to visitors between 7:00 am and 12:00 midnight. However, please note the following restrictions:

- 1- Visitors of the opposite sex are only allowed in the lobby of the residence hall.
- 2- Residents are not allowed to receive visitors (of the same sex) in their rooms for more than two hours period, preferably in mutual understating with the roommate.
- 3- Residents who receive visitors of the opposite sex in their rooms or have their visitors stay more than the allowed period will be subject to disciplinary action and possible eviction from the student housing.
- 4- Visitors must leave the dorm premises by 12:00 midnight; otherwise a penalty amounting to \$ 33.16 will apply.

Guests

A guest is considered to be a non-resident in the residence halls. Residents are entitled to host one guest per semester for a period not exceeding three nights. Authorization is exercised by the university in its absolute discretion and may be withheld or withdrawn for any reason. Guest inquiries should be addressed to the Student housing office two working days in advance.

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. Guests are not allowed during check-in or check-out periods, reading and final examination periods. Guest residents are not entitled to have guests in their rooms. In case a guest performs any violation during his/her stay the student housing office has the right for immediate expulsion of the guest from the room and/or possible disciplinary measures might be taken from his original university/college. For more information & guidelines check the guest policy.

To learn more about the guest policy and the relevant fees, please follow the link below

<http://website.aub.edu.lb/sao/housing/Documents/GUEST%20POLICY-NEW-April18.pdf>)

Quiet and Courtesy Hours

Quiet hours are from 10:00 p.m. till 8:00 a.m. During the final examinations period including the reading interlude, a 24-hour quiet period must be observed, otherwise disciplinary measures will be imposed.

Courtesy hours are in force 24/7. This means that whenever a request to be quiet is made, it must be respected.

Loitering

Loitering near and around the student residences areas after midnight is not allowed. These areas are residential and therefore causing disturbance is not allowed under any circumstance.

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.

Smoking

In accordance with university policy, smoking is not allowed inside the buildings. Residents found in violation of this policy will be subject to disciplinary action in accordance with the Student Code of Conduct

(<https://aub.policytech.eu/dotNet/documents/?docid=147&public=true>), in addition to other measures at the discretion of Student Housing. These measures may include losing the privilege to live on-campus.

Alcohol & Drugs

The possession or consumption of alcohol is strictly forbidden. Storage of alcoholic beverages for collection/ decoration purpose is not allowed. Students found to be in violation of this regulation will face disciplinary action/ eviction of dorms. 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.

Gambling

All forms of gambling are prohibited in the residence halls.

Harassment and Bullying

Bullying and harassment are unacceptable forms of behavior in the residence halls. The use of power and aggression to control and distress others is strictly prohibited. This exclusion applies to all forms, whether verbal, physical, or non-verbal, in person or via electronic media (texting, social media, online chatting, etc.). Cases of bullying or harassment will be dealt with by the Office of Student Affairs and may lead to disciplinary action and eviction.

Conducting sales/ promotion of commercial products

In respect of the residents' privacy, marketing of saleable products or services within the student residences whether by sales agents or residents themselves is not allowed. Any resident who invites such personnel or conducts such activities will be referred to the office of the Dean of Student Affairs for appropriate disciplinary action.

In this regard, posting any commercial announcement/poster is prohibited anywhere in the student residence halls unless verified, approved by the office of Student Affairs or Public Relations office.

Posters

Religious and political posters or pictures are not allowed to be taped or tacked to doors, window casing, or furnishings.

For more details regarding poster policy at AUB, please refer to the following link

<http://www.aub.edu.lb/sao/Documents/SEP%2012%20AUB%20Student%20Affairs%20POSTER%20POLICY.pdf>

Combustible substances/explosives/ fireworks/ firearms

For the safety of the student residence community, the possession of items falling under this category is strictly prohibited and will result in severe disciplinary measures including but not limited to expulsion from the student residence halls.

Candles/ Incense

Lit candles, incense and the like represent a serious safety hazard for the entire student residence community and are therefore prohibited.

Cooking

Cooking in the room is not allowed under any circumstance. All residence halls are equipped with kitchenettes where cooking may take place. Accordingly, all residents are required to be extremely cautious and responsible when handling the stove.

For safety reasons some items (toaster ovens, toasters, grills, steamers, open flame cooking devices or heating units, halogen lamps, hookahs and dartboards) are prohibited in the accommodation. For more information related to prohibited items in the dorms, please refer to the following link <http://www.aub.edu.lb/sao/housing/Documents/FAQ-amended-spring14-15.pdf>

Delivery

All residents who make food request deliveries or other are required to pick up their orders from the gate that is nearest to their dorm. Unauthorized delivery personnel are not allowed inside campus as per the instructions of the Protection Office.

Fire Safety/ Fire Evacuation/Fire Protection Equipment

Any deliberate action which may endanger the safety of the residence community is punishable by law and university administration. Also any deliberate attempt to set the fire alarm is prohibited and will result in contract termination and disciplinary action.

All the residence halls are equipped with certain equipment including fire extinguishers, exit lights, and alarm systems which are designated to ensure the safety of the residents in case of fire or electric cut-offs. As such, tampering with or causing damage to such equipment is prohibited and will result in disciplinary measures.

All residents must evacuate the residence hall once the fire alarm sounds; otherwise, a fine along with disciplinary action will be imposed.

Attempting to play with fire or set fire to furnishings, personal property, university property or equipment is also strictly prohibited and subject to legal action as well as university disciplinary measures.

Force Majeure

Force majeure is an unexpected and disruptive event whose cause is beyond the control of the university. Acts of God, fire, flood, earthquake, riots, war, are only examples of such things. In case of *force majeure*, 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 & conditions.