

Student Housing Terms and Conditions:

Whereas

- AUB provides quality on and off campus housing facilities and dormitories, separate for females and males, to ensure a living environment that enables students to thrive personally and academically;
- I have submitted a Request for Housing
- Now therefore, I hereby agree and undertake that during my stay at the AUB housing facility, I will abide by the terms and conditions set forth below (hereinafter referred to as the "Resident");

1. Communication

The Office of Student Housing communicates with residents by means of university email (mass & individual). Students are considered to be notified as of the date the email is sent.

2. Room Keys

The set (room, closet and drawer keys) of 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.

The keys must be returned to the student housing staff concerned immediately upon check-out or in case of emergency closure of the university. The check-out card is the only proof against any claim made by the staff to the effect that the keys were not returned. A charge agreed by the Office of Student housing will be imposed in the event of losing or not returning these keys in due time.

3. Lock Out

Each residence Hall 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 building whereby every staff or resident assistant (RA) will write down the name of the student who gets locked out of his/her room. In the event of frequent lock out, a lock out fee will be charged to their student account.

4. Room Cleanliness and 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. By definition cleanliness is both the abstract state of being clean and free from germs, dirt, trash, or waste, and the habit of achieving and maintaining that state. Any resident found to be in violation of the aforementioned standards might lose any priority for living in the student housing facilities.

In addition, while personal hygiene, which by definition is maintaining cleanliness of one's body and clothing to preserve overall health and well-being, residents are expected to be responsible for their own self-care and appropriate personal hygiene. It includes a number of different activities related to the following general areas of self-care: washing or bathing, including cleansing oneself after using the toilet; taking proper care of the mouth; grooming and dressing; and keeping clothing clean. 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 by the resident the resident may jeopardize the chances to take future accommodation at the residences even if the student is on full scholarship. For cleaning schedule details please, check the form link: <https://www.aub.edu.lb/SAO/housing/Documents/Cleaning-schedule.pdf> The student needs to add the name on the schedule before the preferred date in order to be available with the cleaning staff. No room cleaning can take place in the absence of the resident. As for the semi-private rooms at women's residences and the triple rooms at men's residences, the external door needs to be kept unlocked by the resident in order to have their bathrooms and kitchenettes cleaned on daily basis. As for the internal

rooms they will only be cleaned depending on the cleaning schedule details and their preferred chosen timing.

5. Laundry Service

Every residence 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. Every resident is responsible for their personal belongings while using this service. We recommend that the resident/s doing laundry remain nearby just in case they were needed. The keys shall remain at the reception desk with the staff/RA/student monitor.

Laundry schedule link <https://www.aub.edu.lb/SAO/housing/Documents/Laundry-flier.pdf>

The resident needs to leave the I.D. with the receptionist throughout the session that the student has signed up for. Every resident is entitled for 1.5 hr. /week, which can be reserved as of Monday of every week. If the resident fail to show up on time (10 minutes late), the session will be cancelled. Once the clothes are in the washing machine, the resident is required to lock the room and return the keys to the monitor. If the resident keeps the keys; the service will be banned from using the laundry facility for 3 weeks. Only the Quick 30 cycle is allowed to be used and only 1hr for using the dryers. During the time the resident is using the dryers, another resident will be using the washing machines. For this reason, the resident needs to be punctual and available. If the clothes are left and not picked up on time they may be disposed of if necessary without any prior notice. The laundry service room will be closed at 11:00 p.m. No washing is allowed after this time. The resident needs to use the detergents designated for washing machines. Washing shoes/slippers/doormats/bags/ comforters/blankets/silk stockings in the washing machines are not allowed since they may carry bacteria which can endanger the safety of the residents and may cause damage to the washing machines and discontinuation of the service.

6. Reporting a maintenance problem

In case the resident needs to report any maintenance problem in relation to the room or public area a form needs to be filled pertained to the residence assigned to. All the links are available on student housing website via link <https://www.aub.edu.lb/SAO/housing/Pages/default.aspx>

7. Reporting an IT problem

In case the resident needs to report any IT related an email needs to be sent to the IT department as per the details available via the link <https://www.aub.edu.lb/SAO/housing/Documents/Reprot-an-IT-Problem.pdf>

8. Lost, Stolen or damaged Items

The University shall not be liable for lost, stolen or damaged items of personal property. Therefore, students should make sure to keep their valuables safe at all times. The University only provides liability for damages caused by negligence on the part of the University or its employees while working within the scope of their employment.

9. 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, university personnel are authorized to enter the rooms, after knocking and announcing their presence, twice per month or as needed. Students will be informed earlier by email about the planned entry unless it was an emergency. As for maintenance individual requests they will make sure to check the student's preference whether to complete the repair in their presence or absence.

Authorized University representatives may enter (after knocking and announcing their presence) the student's unit at any time for the purposes of investigating health or safety concerns, or suspected violations

of housing and other University policies (including, but not limited to, violations of firearm/weapons policies or drug, tobacco, and alcohol use policies).

10. 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.

11. Lounge

The lounge is a common area used by residents (primarily) and their guests. Lounge users are required to adhere to the standard codes of conduct, etiquette and decorum. Users are not permitted to sleep or reserve a space in the lounge. Public Display of Affection which includes physical contact including, but not limited to, intimate touching, hand holding, fondling, cuddling, and kissing at the lounge is prohibited; thus the RA/staff can contact the resident if an inappropriate behavior was observed. Personal belongings should not be left unattended for any length of time and the student housing will not be responsible for belongings left behind. Users are expected to keep the area clean and orderly for community use. Failure to abide by those rules will subject the student to disciplinary action/eviction of dorms. Residents are held responsible for any violation of the rules by their guests.

12. Damage and replacement Cost

The resident will be held financially accountable for damages, lost property or extraordinary service or administrative costs performed by the resident or the guest/visitor available in the room whether through accident, neglect or intent.

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, the resident may jeopardize the chances to take future accommodation at the residences.

13. Security

The resident plays a major role in taking reasonable precautions to ensure that the residence is protected from a breach of security. There are several things to be done on the resident's part, including but not limited to: locking the room's door, forbidding unidentified persons from accessing the residence, and immediately reporting strangers or security concerns to the staff/RA. 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.

14. 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.

15. Curfew

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 residence. This form shall remain valid throughout the resident's stay at the residence hall

unless the parent or legal guardian notifies in writing to the Office of Student Housing to cancel the 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.edu/dotNet/documents/?docid=147&public=true>). Undergraduate sophomores, juniors, seniors and graduate students in addition to the temporary guests are exempted from the curfew policy.

16. 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 such as differences in lifestyle, different studying methods, hygiene related issue. 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

17. Policy on Notification Procedures for Missing Resident Students

The purpose of this policy is to define the process through which AUB (i) determines that a Resident Student is missing and (ii) notifies the relevant authorities that the Resident Student is determined to be missing. <https://aub.policytech.edu/dotNet/documents/?docid=1535&public=true>

18. Visitors and visiting hours

Residents may receive visitors between 7:00 am and 12:00 midnight in the lounge area only. No visitors are allowed into the rooms. Visitors must leave the residence premises by 12:00 midnight.

19. Guests/ Short-term residents

Guests are a privilege for residents living in the on- or off-campus housing. A guest is a non-resident in AUB Student housing facilities. A guest is a peer, i.e. a friend, cousin, sister or brother. Short-term residents are usually non-regular AUB students who are engaged on a temporary basis in contract or an agreement with AUB.

20. Guest registration procedure and fee:

- An AUB resident is entitled to host one guest per semester in the room for a period not exceeding three nights. Extending the guest's stay to a different host name is not allowed.
- In order to secure guest permission, the resident must address the request in writing to the Office of Student Housing two working days prior to the guest's arrival. If the resident has a roommate, the consent is required (confirmation should be addressed in form of an email to the Office of Student Housing). In case of emergencies and only in exceptional cases, if a resident has to receive a guest without having done the above procedures then the head resident should be contacted to get an approval before letting the guest into the room. In this case the host will be charged as an illicit guest.
- Parents or grandparents of a resident are not allowed as guests.
- Guests are not allowed to have other guests during their temporary stay at the AUB residences.
- Guests should be of the same gender of the host resident
- Receiving a guest under the age of 18 requires the approval of the Dean of Student Affairs (an underage waiver form must be completed, signed by the parent and submitted to the Student Housing Office for review and approval (<https://www.aub.edu.lb/SAO/housing/Documents/Underage-guest-waiver-of-responsibility-amended-spring%2014-15.pdf>).
- The Guest fee per night will be charged to the host's account please contact student housing office for details (stdhouse@aub.edu.lb).
- A guest who illicitly stays in a residence hall will be subject to a fine and the host will be subject to disciplinary action.
- AUB students who have graduated in fall and were residents at the time and they wish to attend the graduation ceremony in spring are entitled to stay for 4 days (check-in 2 days prior to the ceremony date and check-out along with other graduating residents). The fees per night are assessed based on room type occupied (regular AUB student rate is applicable please contact student housing office for details

stdhouse@aub.edu.lb). This category of guests has to follow the same reservation procedure as the short-term residents as described below.

21. Resident and guest obligations:

- Non-AUB student guests and their host are required to present themselves at the front desk with their IDs to register the guest before escorting him/her into the room.
- A guest must always be accompanied by the host upon access to campus and the residence hall.
- The host is responsible for the guest throughout the period of stay and must ensure that the guest conducts in accordance with the rules and regulations governing the residence halls as well as the university.
- Guests who are students of AUB share responsibility for their behavior with their host. Guests who are not students of AUB will be required to leave university premises for violations of university policy and action against the host will be considered including but not limited to the loss of guest receiving privileges.
- The host is responsible and must ensure that the due fees are paid at AUB Cashier's prior to the guest's stay in AUB residence halls. Guest fees paid are non-refundable, should the guest decide to check-out earlier than the agreed-on date, no refund shall be paid for the remaining days.

Short-term resident categories and relevant fees (AUB independent)

The Student Housing division provides accommodation for non-regular AUB students who are engaged on a temporary basis in contract/agreement with AUB. The assignment is based on room availability.

They are categorized as follows:

Category A- visiting students enrolled in special AUB programs (visiting medicine students to AUBMC) or special students on a formal exchange connected to academic degree.

Category B- student researchers affiliated with AUB department or faculty.

The required documents which are needed via email prior to arrival date are:

- Copy of passport or ID (Non-Lebanese guests should provide also a copy of valid VISA or residency permit).
- Copy of proof of medical insurance covering the guest's stay at the residence halls in case of emergency (travel insurance for Non-Lebanese guests).
- Invoice and relevant fees are to be settled upon arrival to AUB and before check-in during weekdays from 9am until 3pm.

Important notes

- Guest requests will not be processed during check-in and check-out interludes, reading and final examination periods, and inter-semester breaks.
- AUB is a tobacco free campus and as such, smoking is prohibited in residence halls (<https://www.aub.edu.lb/tcrg/Documents/TobaccoFreeAUBpolicy.pdf>).
- No alcoholic beverages may be consumed on campus or in the residence halls. Storage of alcoholic beverages for collection/decoration purpose is not allowed.
- The University is not responsible for the loss, theft or damage to the guest's property howsoever incurred.
- The guest will be held accountable for any damage caused to university property and will be charged the cost of repair/replacement based on the nature of the damage.
- If the guest fails to pay the fees due, fails to hand in the room keys or cause any damage, all the ensuing amounts will be charged to the host's account without any prior notice.

22. Quiet and Courtesy Hours

Quiet hours are from 10:00 p.m. until 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.

23. 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.

24. 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.

25. 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.edu/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 at the residence halls.

26. Alcohol and 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 and possible eviction from the residence hall.

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.

27. Gambling

All forms of gambling are prohibited in the residence halls.

28. 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 non-discriminatory harassment will be dealt with by the Office of Student Affairs and may lead to disciplinary action and eviction.

29. 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.

30. Posters

Religious, political, and other non-AUB related approved posters/pictures or posters/pictures of inappropriate nature are not allowed to be posted in the rooms or in any other place in the residence halls. 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>

In addition, no posters of any nature can be taped or tacked to doors, window casing, or furnishings.

31. 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.

32. Candles/ Incense

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

33. Cooking

Cooking in the room is not allowed under any circumstance. All residence halls are equipped with kitchenettes where cooking may take place outside the room. 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

<https://www.aub.edu.lb/SAO/housing/Documents/Shopping-list.pdf>

34. 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 residence. Unauthorized delivery personnel are not allowed inside campus as per the instructions of the Protection Office.

35. Fire Safety/ Fire Evacuation/Fire Protection Equipment

Any deliberate action which may endanger the safety of the residence community is susceptible to disciplinary measures by law and university administration. In addition, 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. Every residence has a team of fire wardens/deputy wardens whom will ensure proper evacuation of residents in case of fire/drills occurring in the residence. Any resident not responding to the fire alarm as should be disciplinary measures might be issued from the Dean's office.

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 including but not limited to expulsion from the student residence halls.

36. Emergency situation

In case of any unexpected event occurs and is beyond the control and without the negligence of the University, including but not limited to riots, war, strikes or epidemics, fire, flood, earthquake, severe weather, interruption of utility services, acts of terrorism, the University reserves the right to maintain the safety of the premises by any means, including but not limited to temporarily or permanently removing the Resident from university housing.

The university assumes no responsibility for failure to perform any terms or conditions of this agreement. If the resident has left the personal items in the room; the Office of Student Housing reserves the right to move the items from the room for storage without the presence of the resident and will not be responsible in case a claim was made which states that items are lost or damaged.