

# Student Housing Rules and Regulations

March 9, 2015

As reviewed by USAC in spring 2015  
And the COD committee in Spring 2016

The student housing facility provided by Notre Dame University is a student service dormitory located on the University premises.

The student housing facility offers a safe, well-maintained, and reasonably priced residence for eligible NDU students. They might be coming from abroad or residing in a remote area.

## Mission Statement

NDU Student Housing facilities aim at providing and promoting a living environment that is conducive to learning and that encourages residents to use all the available housing resources needed to be able to pursue their education at NDU. In line with the University's mission, the Student Housing facilities promote diversity, respect for human dignity and rights, and concern for the common good.

## 1. Room reservation process:

- Students, along with their parents/guardians, are requested to pass by the Student Housing administration to reserve a room and be informed about the rules and regulations of the housing facility.
- Interested students are requested to fill an application (Form C) and to secure the approval and signature of the Student Housing Manager.
- Students whose applications are approved are requested to pass by the Business Office to pay a deposit and 40 % of the first semester fees in order to secure a room at the housing facility.

**Please note that the reservation of a room will only be valid after paying the deposit and receiving the acceptance letter from the Admissions Office.**

## 2. Deadline for Submitting Student Housing Applications

Completed Applications should be submitted to the Student Housing Manager one week prior to the beginning of each semester. Rooms are assigned on a **first-come-first-serve basis** and priority is given to **students who do not have a family in the immediate area near the University**; therefore, early applications are strongly recommended. Applications received after the deadline will be processed on the basis of room availability. In case of a change of student status, the Student Housing Manager holds the right to cancel the reservation and gives priority to: Full time students, students with good academic records, and students with good conduct.

### **3. Cancellation of Applications/ Liability for Fees/ Early Departure**

A new applicant may cancel his/her application for a room at Student Housing **no later than 20 days prior to the entry date** without paying a financial penalty. Cancellations must be submitted in writing. Students who cancel after this date will not be able to refund the deposit.

Residents who do not want to renew their applications are asked to inform the Student Housing Manager one month before the beginning of each semester through filling out a “Reservation Form”. If not, the fees of the first month of the following semester will have to be paid even if the resident vacates his/her room (i.e., deposit will not be refunded).

Any cancelation occurring after two working days from the drop/add period, the deposit will be refunded, and the housing fees will be paid.

Students who wish to leave Student Housing at anytime during the semester must inform the Student Housing Manager in writing, in order to refund the deposit. In all cases, the student Housing Fees (of the whole semester) must be fully paid.

### **4. Move-In Date**

Students may move into their Student Housing room one day prior to the **registration period of the semester**. Students wishing to arrive earlier must obtain permission from the Student Housing Manager. Assignment and reassignment of rooms is at the discretion of the Student Housing Manager at anytime during the semester.

### **5. Permission for leave**

**Leave Authorization Forms** should be completed and signed by the parents/guardians and submitted to the Student Housing Manager in the following cases:

- Permission for leaving Student Housing for weekends and weekdays (if authorized) is to be filled at the beginning of residency.
- In special cases, authorization may be given by the Student Housing Manager to the concerned student.

**Note that during those days the student is completely under the responsibility of his/her parents/guardians.**

### **6. Curfew**

All students living on campus are required to be present in Student Housing between the following hours:

<b>Sunday-Thursday</b>	<b>12.00 midnight to 7:00 a.m.</b>
<b>Friday- Saturday</b>	<b>2:00 a.m. to 7:00 a.m.</b>

**Open Door nights** could be held, every third week of the month. If there are conflicting reasons for a change of date, the Student Housing Manager reserves the right to change/cancel the assigned date if the need arises.

**Authorization forms** for Open Door nights are to be signed by the student's parents/guardians, when applying for residency at Student Housing.

## **7. Card access to rooms and its policy.**

Access to the Student Housing building and room can be made using the student's smart ID card. As such, ID cards must remain with residents at all times. In case of loss, the Front Desk must be informed immediately to avoid the negative consequences of misuse.

## **8. Visitors**

- Visitors are allowed daily 7:00 a.m. until 10:00 p.m.
- All visitor vehicles have to check through the Security checkpoint.
- Visitors are only allowed in the Student Housing reception area. In case of any violation, the student will be held responsible and disciplinary action will be taken.

## **9. Holidays**

Student Housing will be closed at the end of the summer session, as set in the University Academic Calendar. All the residents are asked to vacate their rooms during this period. Extended stays can be granted, under special circumstances, with the approval of the Student Housing Manager.

## **10. Services and Equipment**

Basic furniture is provided in each room, in addition to facilities for laundry and ironing. Linen or "household" appliances are not provided. Students should bring bed linen and towels with them. The electricity in the Student Housing complex is 220 volts. The furniture and all equipment should be kept in their initial condition, otherwise a fee will be charged, based on the extent of the damage or loss. Personal furniture such as large cabinets, tables, etc., are not allowed.

A property condition report is filled for each room by the Student Housing staff in the presence of the student upon check in and check out of the room, or when deemed necessary by the Student Housing Manager.

## **11. Work Program**

### **Resident Desk Assistant**

A Resident Desk Assistant is a trained student leader, selected for one semester by the University Financial Aid Committee upon the recommendation of the Student Housing Manager. The Resident Desk Assistant status may be renewed for a maximum of three consecutive semesters. The Resident Desk Assistant is charged to help the front desk staff member in all the required duties.

### **Resident Assistant**

A Resident Assistant is a trained student leader, selected for one semester by the University Financial Aid Committee upon the recommendation of the Student Housing Manager. The Resident Assistant status may be renewed for a maximum of three consecutive semesters. The Resident Assistant is charged in supervising students, living in same floor in the Student Housing. He/she is available to help the Student Housing administration with issues related to student life and to ensure that his/her floor is a safe, friendly and supportive community for the residents.

### **12. International students insurance**

All international students residing at Student Housing should have a private medical insurance policy in advance. This private medical insurance must cover all health problems, and in case of extreme emergencies, it shall cover the insurance of returning to the country of origin. A copy of the insurance policy must be kept in the student's file.

### **13. Orientation for new students**

A mandatory orientation session is organized at the beginning of every semester to explain all requirements and safety instructions. The Student Housing Manager will present the necessary assistance for residents and the different activities of the semester.

### **14. In case of violation of the Rules and Regulations**

In case of a violation of the Student Housing Rules and Regulations, the Manager of the Student Housing should issue a written warning signed by the Dean of Students.

If the violation endangers the Student Housing Community, the Student Housing Manager, the Student Housing Director, and the Dean of Students can take the decision of immediate expulsion of the student before the end of the semester.

A student who has been expelled from Student Housing will not be readmitted.

Cases relevant to violations of the Student Code of Conduct will be referred to the Student Disciplinary Committee for further action.

In the event of suspension from the university or expulsion from the Student Housing, the student will have to leave the Student Housing premises immediately and pay all the due fees of the semester. The Student Housing Manager reserves the right to contact the parents or the legal guardian.

## 15. Contract Obligations

The Student Housing rules and regulations have been set up to ensure the safety of all Student Housing residents, and to preserve the facilities and furnishings of Student Housing.

Student Housing rules and regulations are considered part of the contractual agreement between the student and the University. The University reserves the right to amend, add, or change any part of Student Housing rules and regulations without prior notice. Any failure to comply with University policies, rules, and regulations can result in the immediate termination of the Housing Contract and dismissal from Student Housing.

## 16. Fees

The fees per semester and per accommodation facility are as follows:

Block A (Male & Female)

	<b>Fall / Spring</b>	<b>Summer</b>
Shared accommodation	1700 US	600 US
Single accommodation	2400 US	850 US
The deposit for any accommodation is 400 US		

Block B (Female) & C (Male)

	<b>Fall / Spring</b>	<b>Summer</b>
Shared accommodation	1000 US	350 US
Single accommodation	1500 US	550 US
The deposit for shared accommodation is 200 US		
The deposit for single accommodation is 300 US		

Block D – Off Campus (Male)

	<b>Fall / Spring</b>	<b>Summer</b>
Shared accommodation	1250 US	430 US
Master accommodation	1575 US	525 US
Single accommodation	1950 US	650 US
The deposit for any accommodation is 400 US		

**Extra fees for Block D: The Resident has to pay the bill of electrical consumption (generator and EDL) on monthly basis.**

**The Deposit will be refunded at the end of the staying period. In case of any damage to the room or to Student Housing facilities and furnishings, a fine will be charged and deducted from the deposit.**

## **Appendix A**

### **Safety Instructions**

- Electrical appliances are to be turned off after use.
- Cooking in the rooms is not allowed. It can only take place in the kitchen and in compliance with the safety rules, except when the room is equipped with a kitchen.
- No installation of supplementary cables of any kind is allowed.
- Smoking is forbidden in the student Housing Facilities as stipulated in the University's Non Smoking policy.
- Escalators, stairways, and doorways should not be obstructed.
- Possession and use of alcoholic beverages or prohibited substances in Student Housing or anywhere on campus are strictly forbidden. Violators shall be sanctioned as stipulated by the University's Student Code of Conduct.
- No weapons of any sort are allowed in the Student Housing Facilities.
- All entries outside the Student Housing rooms are monitored via cameras (CCTV).
- Regular checkups will be performed periodically.

## **Appendix B**

### **Daily information**

In addition to the student Code of Conduct and NDU rules and regulations, the following should be respected as well:

- No formal or informal gatherings are allowed after midnight.
- The kitchen, TV room, Study Room, and Internet facilities are for residents' use only.
- Residents must be aware of, and abide by, the cleaning schedule as posted.
- Garbage bags are to be placed in the garbage bins on a daily basis.
- Clothing is not to be hung outside the room.
- Rooms should remain tidy and clean, garbage should be disposed of properly, and cutlery and crockery should be washed daily.
- Loud noise and music is totally prohibited.
- Requests and complaints are to be submitted in writing to the Student Housing Manager.
- Room doors must be closed if the resident is not present in the room.
- Student Housing residents are required to attend all announced meetings.
- Residents should be properly dressed at all times, especially in the reception area and corridors.
- Deposits will not be refunded in case of any damage to the room or to Student Housing facilities and furnishings.
- In case of suspicion the University reserves the right to inspect/search Student Housing rooms for any unauthorized material, without prior notice, after receiving the approval of the Dean of Students, the Student Housing Director, and the Student Housing Manager.
- Student Housing staff are to be respected at all times.
- Pets are not allowed.
- Playing cards and gambling of any sort is forbidden.

## **DECLARATION**

I wish to apply for on-campus housing. I have read the information above and agree to abide by NDU's Rules and Regulations governing Student Housing on Campus.

I understand that by submitting this application, I will have to pay the Student Housing fees for the semester. If I cancel my reservation after the deadline, as mentioned in article 3 of Student Housing Rules and Regulations, the deposit will not be refunded.

I allow the manager of the Student Housing to contact my parents (guardian) in case he/she judges necessary.

**SIGNATURE OF STUDENT..... DATE.....**

**SIGNATURE OF PARENT/GUARDIAN..... DATE.....**