Student Housing
Rules and Regulations

August 2013

The student housing facility provided by Notre Dame University is a student service dormitory located on the university premises. The housing facility is comprised of five floors encompassing a total of 400 bedrooms along with bathrooms, a kitchen in every building and lounges.

The student housing facility offers a safe, well-maintained and reasonably priced residence for eligible NDU students coming from abroad or whose area of residence are far from NDU.

Mission Statement
The mission of NDU Student Housing provides and promotes a living environment that is conducive to learning and encourages residents to use all the available housing resources needed to be able to pursue their education at NDU, while abiding by strict rules and regulations related to the academic life and values in an atmosphere of respect and integrity.

1. Room reservation process:
   - Students, along with their parents/guardians, are requested to pass by 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 fees of the first semester in order to confirm reservation of a room at the housing facility.

Please note that the reservation of a room will only be official after the deposit is paid and the Acceptance letter from the Admissions Office is received.
2. Deadline for Submitting Student Housing Applications
Completed Applications should be submitted to Student Housing 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 only.

3. Cancellation of Applications/ Liability for Fees/ Early Departure
A student 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 are to pay 25 % of the fees required for the semester. Residents who do not want to renew their applications are asked to inform the Head of Student Housing one month before the end of each semester. If not, the fees of the first month in the following semester will have to be paid even if the resident vacates his/her room (i.e., deposit will not be refunded).
Students who wish to leave Student Housing in the middle of the semester must inform, the Head of Student Housing in writing one-month prior to departure, otherwise the deposit will not be refunded.

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 Head of Student Housing. Those who arrive after the beginning of the semester are expected to sign in their name in the office of the Head of Student Housing.

5. Permission for leave
Leave Authorization Forms should be completed and signed by the parents/guardians and submitted to the Head of Student Housing in the following cases:

- Permission for leaving Student Housing for weekends and weekdays (if authorized) is to be filed at the beginning of residency.
- In case of emergency, authorization may be given by the SAO Director.

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:

- **Sunday-Thursday**: 12:00 midnight to 7:00 a.m.
- **Friday-Saturday**: 2:00 a.m. to 7:00 a.m.

**Open Door nights** are to be held, every third week of the month on a Thursday. If there are conflicting reasons for a change of date, they will be discussed and looked into at the time.

**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 Monday through Sunday until 10:00 p.m.
- All visitor vehicles have to check through the Security checkpoint.
- Visitors are **ONLY** allowed in the Student Housing lounge. In case of any violation, the student will be held responsible and disciplinary action will be taken.
- Security personnel are to be notified in advance of visitors and of any delivery (food, etc.) to Student Housing; visitors and deliveries are not allowed after 12:00 midnight. Students must receive deliveries in the student lounge.

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 SAO Director.

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 pillows, 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 good 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 in for each room by Student Housing with the student present upon allocation of the room, and again when the student wishes to vacate the room.

11. Personal Property Insurance and NDU Liability
The University does not assume any responsibility for personal property kept in the room.

12. Work Program

**Resident Desk Assistant**
A resident desk assistant is a trained student leader, selected for one semester, renewed for a satisfactory performance for a maximum of three consecutive semesters by the Head of Student Housing. The student 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, renewed for a satisfactory performance for a maximum of three consecutive semesters by the Head of Student Housing. The resident assistant is charged in supervising students, living in his 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 floor is a safe, friendly and supportive community for the residents.

13. 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.
- No installation of supplementary cables of any kind is allowed.
- Smoking in the bedrooms is forbidden. Smoking is allowed in designated areas only. Violators shall be sanctioned.
- 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.
- Nothing is to obstruct the escalators or stairways.
- Possession and use of alcoholic beverages or prohibited substances in Student Housing or anywhere on campus are strictly forbidden. Violators shall be sanctioned.
- No weapons of any sort are allowed in the Dormitories.
- All entries outside the Student Housing rooms are monitored via cameras (CCTV).
14. Daily information
- The main doors are open from 7:00 a.m. to 12:00 midnight Sunday through Thursday and until 2:00 a.m. on Fridays and Saturdays.
- No formal or informal gatherings are allowed after midnight.
- The kitchen, TV room, Study Room, and Internet facilities are for residents’ use only.
- 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. Residents will be sanctioned if cleanliness is not observed.
- Loud noise and music is totally prohibited. Tape recorders, CD players, radios or loud conversation are not to be heard outside the rooms.
- Requests and complaints are to be submitted in writing to the Head of Student Housing-SAO.
- Room doors must be locked if the resident is not present in the room.
- All the doors must remain closed.
- Student Housing Residents are urged to attend all announced meetings.
- Residents should be properly dressed at all times, especially in the reception area and corridors. Any violation will not be tolerated.
- Adhesive tape and pins that may damage the painted and wooden surfaces should not be used. Damages will be charged to the student.
- 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 Director of SAO and the Head of Student Housing.
- Student Housing staff are to be respected at all times.

15. 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.

16. Orientation for new students
A mandatory orientation session is organized at the beginning of every semester to explain all requirements and safety instructions. The Head of Student Housing will present the necessary assistance for residents and the different activities of the semester.
17. Contract Obligations
The following 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.

18. In case of violation of the Rules and Regulations
In the case of a serious violation, deemed so by the SAO Director, the Head of Student Housing will issue a written warning. Follow-up shall be done by the SAO Director. The second written warning will result in the immediate dismissal from Student Housing before the end of the semester. A student who has been suspended from Student Housing will not be readmitted.

In the event of suspension from the university, the student will have to leave Student Housing immediately.

19. Fees
The fees per semester per accommodation facility are as follows:

<table>
<thead>
<tr>
<th>Block A (Male &amp; Female)</th>
<th>Fall / Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double accommodation</td>
<td>1700 US</td>
<td>600 US</td>
</tr>
<tr>
<td>Single accommodation</td>
<td>2400 US</td>
<td>850 US</td>
</tr>
<tr>
<td>The deposit for any accommodation is 400 US</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Block B (Female) &amp; C (Male)</th>
<th>Fall / Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shared accommodation</td>
<td>1000 US</td>
<td>350 US</td>
</tr>
<tr>
<td>Single accommodation</td>
<td>1500 US</td>
<td>550 US</td>
</tr>
<tr>
<td>The deposit for shared accommodation is 200 US</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The deposit for single accommodation is 300 US</td>
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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.
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 4 of Student Housing Rules and Regulations, an amount of 25% of the total amount will not be refunded.

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

SIGNATURE OF PARENT/GAURDIAN.......... DATE.......................