

Rules of Procedures of the Hall of Residence - USEK

The rules of procedures of the hall of residence at USEK aim at defining the basic regulations that should be followed by the female residents in order to organize their shared life in a relaxing and healthy atmosphere for housing and studies.

The Hall of residence is a unit affiliated to the Student Affairs Office and managed by the order of St. Theresa sisters.

1- Dorms Schedule:

Dorms are open all weekdays throughout the academic year. Doors are open from 6h30 AM till 12h00 AM. Residents are not allowed to access the dorms after this time; yet exceptional written authorization may be granted by the SAO. In the event of a violation, the resident is given a first written warning. In the second offense, the student is expelled from the university dorms.

If residents wish not to access the dorms during weekdays or to stay on the weekends, they must inform the Student Affairs Office. In case of violation, the contract will be terminated immediately without the need for any warning.

2- Deposit:

Every resident is requested to pay a deposit guarantee equivalent to one month rent upon signing this contract. The administration shall maintain this deposit throughout the period of residence of the student at the university residence and shall return it to it at the end of this period. The administration is entitled to deduct a sum of the deposit in the event of any damage to the room or its contents of which the resident is liable especially for the keys loss or damage.

3- Rent:

The resident shall pay the room occupancy rent in advance on the 8th of each month. Any payment delay can cause the cancellation of the contract without the need for any warning or notice or any other legal treatment.

In addition, it is to be noted that the whole month is due even if the resident occupies only few days; and the vacation and holidays are not deducted from the monthly rent fees.

4- Reservations:

The resident has the right to reserve a room in the university house a month before the start of the contract. On the other hand, she should notify the administration one month prior if she wishes to cancel the reservation, otherwise a penalty shall be applied.

5- Room evacuation:

The resident must vacate the room and remove all her belongings immediately after the dissolution of the contract, upon completion, between semesters or during the summer vacation.

6- Atmosphere regulations:

The residents must abide by the permanent calm, they must respect other students in their studies, well-being and comfort, and therefore avoid causing any disturbance or inconvenience by irresponsible use of radio or television or any other means that may cause disturbance. Alongside the respect of members of the administrative in their work and person, under the penalty of dissolution of the contract.

7- Visits:

Parents are allowed only short-term visits between 10 am and 8:30 pm. They are welcomed only in the hall reserved for visits in the dorms. On the other hand, residents are not allowed to receive anyone in their rooms, including parents.

8- Keys restriction:

It is highly prohibited to copy the room key or loan it to anyone under the penalty to terminate this contract.

9-Properties:

All residents are responsible of their rooms including equipment and furniture, therefore the university is not responsible for any loss or theft of items inside the dorm premises and its surroundings including the parking lot. Hence the management isn't responsible for any incident whatsoever.

Residents aren't allowed to do any rearrangement of amenities inside rooms, especially furniture that shouldn't be moved or rearranged inside and outside the room. In addition, it is prohibited for students to bring any heating machine to the room, insert a nail or stick posters on the wall.

In case the student would like to add any furniture or equipment to the room, she is supposed to have a previous written permission from the Student Affairs Office.

10-Parking Lot:

The residents' parking lot is the same one as all the university students. Students can ask security agents to give them a ride from and to the parking in the university shuttles from 7am until 12am.

11-Prohibitions:

It is strictly forbidden for residents to smoke inside the dorms, whether inside the rooms or common living rooms. In addition, it isn't allowed to bring or drink alcohol on the premises of the dorms. Moreover, it isn't allowed to eat in rooms or welcome halls, or bring in any pets to the dorms.

As for delivery services, they are delivered to the security agents at the entrance of the dorms until 10pm.

12-Maintaining cleanliness:

Every resident should maintain the cleanliness of her room and all other common living areas.

13-Respecting rules, regulations and values:

Life inside the dorms is based on trust, respect of others, and politeness. Therefore, any inappropriate behavior or breaking of rules and regulations stated in the above agreement will lead to procedural measures to the related student which may reach to an oral warning followed by a written warning to the student from the Director of the Student Affairs Office, whereby the student and her parents are informed of the decision taken including the abolition of the contract.

14-Abolition of the Contract:

In addition to the previously stated conditions, the management has the right to abolish the contract if it sees any reason to do it.

15- All residents should check their USEK email address constantly for all updates regarding the student dorms and to stay in touch with the Student Affairs Office.

I, undersigned, -----

Certify that I read the Rules of Procedures of the Hall of Residence at USEK and agree to all its clauses.

Date:

Signature: