

Rules of Procedure of the University Residence – USEK

The rules of procedure of the University Residence at the Holy Spirit University of Kaslik (USEK) aim at defining the basic rules and regulations that should be followed by its female residents so that their communal life is grounded in mutual respect and a suitable atmosphere for housing and studies.

The University Residence is a unit affiliated to the Student Affairs Office (SAO) and managed by the Order of the Sisters of St. Therese.

1- On the University Residence schedule:

The University Residence is open on weekdays throughout the academic year. Doors are open from 6:30 a.m. until 1:00 a.m. Residents are not allowed to access the Residence past this time. Any exception will have to be authorized beforehand in writing by the SAO.

In the event of any violation, the resident is given a first written warning and is expelled from the University Residence in case of a repeat offense.

2- On the monetary deposit:

Every resident is requested to pay a monetary deposit equivalent to one month's rent upon signing the present contract. The administration will keep this deposit throughout the student's stay at the University Residence and return it to the student at the end of this period.

The administration is entitled to deduct a certain amount from this deposit in the event of any damage caused by the resident to the room or its contents, especially for the loss or damage to the keys. The administration retains the right to assess the value of the damage incurred.

3- On fees:

The resident shall pay the rent for her room in advance on the 8th of each month. Any payment delay will result in the cancellation of the contract without any need for prior warning, notice or any other legal formality.

It is worth noting that the full monthly rent is to be paid even if the resident occupies her room for a few days only. Leaves and holidays are not deducted from the monthly rent fees.

4- On reservations:

Residents are entitled to reserve a room in the University Residence a month before the start of the contract and to recant any such reservation, provided that the administration receives a month's notice. A penalty worth half a month's rent is applicable for any failure to cancel the reservation.

5- On vacating the room:

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

6- On maintaining a quiet atmosphere and respecting others:

Residents must maintain a quiet atmosphere at all times and respect other students' personal space, studies, well-being and comfort. Therefore, they are to avoid causing any disturbance or inconvenience by irresponsibly using radio or television sets or any other means that may potentially cause such disturbance. Residents are also required to show respect towards members of the administrative staff in their work and person, under the penalty of terminating the contract.

7- On visits:

Parents are allowed short-term visits between 10 a.m. and 8:30 p.m. only. They are to be received in the University Residence hall reserved for visits. It is strictly forbidden to receive anyone in the residents' rooms, including parents.

8- On room keys:

It is prohibited to duplicate room keys or lend them to anyone under the penalty of contract termination.

9- On belongings:

All residents are responsible for their respective rooms, including equipment and furniture. As such, the administration is not responsible for any loss or theft of items within or in the vicinity of the University Residence, including the parking lot, or for any incident whatsoever.

Residents are not allowed to introduce any amendments to room equipment, especially furniture which is not to be rearranged or moved outside the University Residence. It is equally forbidden to bring any heating equipment into the room, and to hammer nails or stick posters onto the walls.

Residents who wish to add any furniture or equipment to the room must secure the prior written authorization of the SAO.

10- On parking lots:

The parking lot earmarked for the University Residence's occupants is the students' parking. Any resident may ask a security agent for a ride to and from the parking lot in the University shuttle service between 7 a.m. and 12 a.m.

11- On prohibited items:

It is strictly forbidden for residents to smoke inside the University Residence, whether inside the rooms or in common living areas. It is also forbidden to bring in or drink alcohol inside the rooms. Residents are not allowed to eat in their rooms or in the reception areas, or to bring any pets into the premises.

Food orders are to be delivered to the security agents at the entrance of the University Residence until 10 p.m.

12- On cleanliness:

Every resident is responsible for keeping their respective rooms and common living areas clean and tidy.

13- On respecting rules, regulations and values:

Life in the University Residence is based on trust, respect for others, and ethical behavior. Therefore, any inappropriate behavior or violation of the rules and regulations stated in the present agreement will lead to measures being taken against the relevant resident, potentially leading to a verbal, then a written warning by the Director of the SAO. The student in question and her parents/guardians will be informed of these measures, which include the termination of the contract on the student's responsibility.

14- On contract termination:

In addition to the cases stated in the aforementioned articles, the administration has the right to terminate the contract for any reason it deems fit.

15- On notifications and communication:

All residents should check their USEK email address on a regular basis for updates regarding the University Residence and for communication with the SAO.

I, the undersigned _____, certify that I have read the rules of procedure for the USEK University Residence and that I agree to all its clauses and provisions.

Person to contact in case of Emergency: _____ Phone #: _____

Date : --/--/----

Signature :