

Document title: **[AUC Residences – Rules and Regulations for AY18-19]**

Approval date: **November 2018**

Purpose of document: **[Students residing at the AUC Residences must be responsible community members in addition to being students. These policies outline the rules and regulations that must be followed in order to create an environment conducive to learning and personal growth. It also outlines the financial policies required to be a part of said community.]**

Office/department responsible: **[Office of Residential Life]**

Approved by: **[Dr. Deena Boraie, Vice President for Student Life]**

Document classification level: **[PUBLIC]**

Document accessible: **[<https://www.aucegypt.edu/about/university-policies>]**

Document includes: **[Policy]**

Related documents/see also: **[University Policies; including but not limited to Student Code of Conduct, Drug and Alcohol AUC Students Policy, Identity and Access Management Policy, Personal Property Policy, Tobacco-Free Community Policy]**

AUC Residences – Rules and Regulations for AY 18-19

Policy Statement

This policy describes the standard to which residents of the AUC Residences are held. It also describes the financial obligations of these residents.

Reason for Policy/Purpose

The Office of Residential Life strives to create an environment conducive to learning and personal growth. We nurture this environment by encouraging and respecting the rights of the individual balanced against the rights and interests of the residential community collectively. All residents and guests must conduct themselves in accordance with all AUC Policies.

Who Approved This Policy

Dr. Deena Boraie, Vice President for Student Life

Who Needs to Know This Policy

Residents of the AUC Residences.
Guests of AUC Residents.
Parents of AUC Residents.

Web Address for this Policy

<https://www.aucegypt.edu/about/university-policies>
<https://www.aucegypt.edu/students/residential>

Contacts

Responsible University Official: Mr. Yasser Allam, Assistant Director for Planning & Operations.

Responsible University Office: Office of Residential Life

If you have any questions on the policy or procedure for this policy, you may:

1. Call Mr. Yasser Allam at extension x4035, or 4019
2. Send an email to reslife@aucegypt.edu

Definitions

Term (alphabetical order)	Definition as it relates to this policy
Applicant	Any undergraduate, graduate or special program (Study Abroad (SAB), Arabic Language Institute (ALI) student who has applied for accommodation at the AUC Residences. Persons enrolled in the Center for Arabic Study Abroad (CASA) and (School of Continuing Education (SCE) are not eligible to apply.
Resident	Applicants who are assigned a room at the AUC Residences for a full semester.
Guest	Any non-resident who is inside the AUC Residences from 7:00 am – 1:00 am
Overnight Guest	Any non-resident who wishes to remain inside any of the AUC Residences after 1:00 am.
No-show	Students who fail to check in to the AUC Residences by the first day of the third week of classes
Withdrawal	Request from the resident or applicant to withdraw his/her application to reside at the AUC Residences

Policy/Procedures

1. Rules and Regulations

Being part of the student community necessitates becoming acquainted with the AUC Student Code of Conduct. Any reported violations will be dealt with by the Office of Student Conduct and Community Relations.”

1. Applications for AUC Residences are considered complete once the applicant fills the online semester's application and pays the down payment.
2. The AUC Residences provides accommodation to enrolled and registered AUC students. In case a student is dismissed, expelled or withdraws from his/her academic program at any point of time during the semester, he/she will not be eligible to receive accommodation at the AUC Residences and the Withdrawal and Refund Policy will be applicable.
3. The Office of Residential Life, in the interest of the safety and welfare of student residents, reserves the right to enter a room for an emergency or routine inspection (see # 28) and confiscate items that are found to be in violation of this policy (with or without student's attendance).
4. Should a student have a medical or psychological condition that may impact his/her placement or experience in the residence, (s)he should inform the Center of Student Wellbeing (CSW) or the Medical Services Department of that condition in order to ensure his/her safety, the safety of all the residents and to be able for the university to provide efficient and timely medical assistance. The Office of Residential Life shall not be liable for any personal hardship or injuries sustained in case notification of the relevant medical or psychological concern is withheld from the Office of Residential Life.
5. Living quarters are restricted to the assigned gender only. Residents are only allowed to fraternize with residents of the opposite sex in the designated common areas.
6. Applicants accepted to live in the dorms must inform the Office of Residential Life if they plan to check in after the official check in dates for the semester. Dates will be communicated by email and be posted on the website.
7. Room assignments for applicants will be canceled in either of the cases listed below. In both cases the student will be subject to the withdrawal and refund policy of the AUC Residences.
 - a. Accepted applicants fail to check in by the first day of the third week of classes;
 - b. Accepted applicants fail to submit the emergency release form.
8. The Office of Residential Life reserves the right to contact the parents/guardians of students or the home institution in the following cases:
 - a. an accepted applicant has not checked in by the first day of the third week of classes
 - b. a resident has violated the curfew stated in the emergency release form
 - c. a resident does not return to the AUC Residences for a prolonged period of time without having signed a notice to vacate.
 - d. in case of emergencies and severe medical cases in compliance with the Family Educational Rights and Privacy Act (FERPA).
9. Residents must maintain their room assignment status throughout the semester. The Office of Residential Life reserves the right to relocate residents if the room status changes in any of the following ways:

- a. If a double room is occupied by only one person as a result of the roommate's withdrawal/no-show, the remaining resident will be relocated to another double room. This is applicable until the last day of the third week of classes. After the third week of classes, if a roommate withdraws from a double room, the remaining resident will stay in the double room.
 - b. In case of irreconcilable disagreement between roommates, the Office of Residential Life reserves the right to change the room assignment for one -or both- of the roommates to another double room. This is applicable at any time throughout the semester.
 - c. Residents residing alone in double rooms may be assigned a new roommate at any time throughout the semester.
 - d. In case of availability of rooms, residents choosing to reside alone in double rooms will be charged the price of two occupants.
10. Residents are prohibited from entering another resident's room during the absence of the other resident. However, a resident can notify the Office of Residential Life by email that another resident will use his/her SID/spare key to access his/her room during his/her absence under his/her responsibility. The email request must include both residents' full names, SID numbers, and date/time of requested access of the room. Non-residents are not allowed to access the room of a resident during the resident's absence.
 11. Residents are responsible to lock their rooms in their absence. AUC is not liable for loss of valuables whether the loss occurs by theft, fire, or other manner. Residents should not keep valuable items at the AUC Residences. Residents who insist upon possessing such items, do so at their own risk.
 12. Residents are responsible for the facilities inside the common areas of their units/floors. Any damage to these facilities will be automatically charged to the accounts of all residents at the unit/floor. Should a resident claim responsibility for the damage, only his/her account will be charged.
 13. Residents must report to the reception desk the loss of their SID/Room Key immediately in order for the authorities to take the appropriate action.
 14. Guests under the age of 12 are not allowed to stay overnight in the AUC Residences.
 15. Pets are not allowed in the AUC Residences. Violators of this policy will be subject to sanctions as mentioned in the AUC Code of Student Conduct.
 16. Dress code apply in all common areas. Students may not go shirtless, or wear exposed undergarments or bathing suits in any mixed gender areas.
 17. Curfew hours are 12:00 am (midnight) daily except weekends and holidays, when the curfew is 01:00 am. Residents wishing to waive being subject to curfew hours are required to complete the emergency release form available on the website at the beginning of the semester and no later than the first week of classes.
 18. Residents under the age of 21 are required to submit a written permission from their parents along with a copy of the parent's national ID, in addition to the emergency release form (see #17). The Office of Residential Life reserves the right to verify the emergency release form with the signatory parent or guardian.
 19. Screening your SID to access and leave the residence is a must for safety and security precaution. Three entries without using your SID, or three late returns past the curfew will result in:
 - a. Formal warning by the Office of Residential Life.
 - b. Reported to their parents in the second time in compliance with FERPA
 - c. In case of reoccurrence a report will be forwarded to Office of Student Conduct and Community Relations for further action.

20. Residents planning to overnight outside the residence or travel must complete a notice to vacate as a security precaution; in compliance with the approvals on the emergency release form.
21. Common areas, lounges, and computer labs are accessible 24/7. The hours of operation are subject to change in accordance with academic needs and special events. In case of a change in hours of operation, residents will be notified.
22. Residents are allowed to host a maximum of two (2) guests in their room at any one time.
23. Residents must obtain a written/email approval from the Office of Residential Life and their apartment-mates or roommates before hosting guests.
24. Residents are not permitted to host overnight guests until the first day of the third week of classes. Non-AUC overnight guests are not permitted during the last two weeks of classes including extended family and first-degree relatives.
25. Residents are permitted to host first degree relatives free of charge in their rooms according to the following conditions:
 - a. Each resident is allowed a maximum of five nights each semester to host first-degree relatives with a maximum of one (1) guest per night.
 - b. Reservations must be made at least 24 hours (during business days/hours) prior to the intended check-in date and will be subject to availability of spaces.
26. Residents are responsible for the behavior of all guest(s) in the AUC Residences. Guests who use AUC residence facilities must abide by all rules.
27. All residents are responsible for everything in their rooms and all activity occurring in the rooms whether or not they are present.

Residents are responsible for cleaning their rooms twice a week and furnishing/cleaning their bedding laundry. The Office of Residential Life reserves the right to enter rooms of residents to conduct random inspections. If a room fails to meet the standards of the housekeeping checklist the resident(s) will receive a verbal warning in the first instance. For a second failure to meet the required standard of cleanliness, the resident will receive a written warning. For a third citation and any further citation, a fine of \$30 will be charged.
29. Students in violation of policies will be referred to the Office of Student Conduct and Community Relations.

2. Dismissal and Expulsion from the AUC Residences

The Office of Student Conduct and Community Relations is responsible for handling any violations of the rules and regulations stated in this policy and/or other AUC policies. Residents who are dismissed or expelled for disciplinary reasons will forfeit their deposit and the remaining semester housing fee.

3. Withdrawal and Refund Policy

Students wishing to cancel or withdraw from the AUC Residences must submit their requests in writing. These requests must be sent by email to the Office of Residential Life at reslife@aucegypt.edu. Only the date of the received request will be honored. All refunds are issued after the drop and add period each academic term.

Withdrawing from the AUC Residences, after a resident has made the down-payment and received an official room assignment from the Office of Residential Life, carries a financial penalty. If an applicant withdraws from the AUC Residences:

1. Between and including the application launch date and the day before the first day of classes, the applicant will **forfeit the down-payment**.
2. Between and including the first day of classes and the last day of the second week of classes, the applicant will **forfeit 25% of the full housing fees**.
3. Between and including the first day of the third week of classes and the last day of permitted occupancy of the AUC Residences, the applicant will **forfeit full housing fees**.
4. Prior to receiving a room assignment, the applicant will receive **a full refund of the down-payment**.

Students withdrawing from the university will be subject to the withdrawal and refund policy set by the Office of Student Financial Affairs and only after presenting the official withdrawal form to the Office of Residential Life. If students receive a full refund for tuition, the refund for AUC Residences will be prorated for the period of the resident's stay.

4. Terms and Conditions

1. The AUC Residences application is a legally binding agreement between the applicant and the University. The completed application is valid for one semester and can be terminated only in accordance with the terms and conditions posted above.
2. The Office of Residential Life reserves the right to review, modify and change any of the aforementioned rules and regulations without prior notification.

Forms/Instructions

Relevant information can be found at: <https://www.aucegypt.edu/students/residential>

Related Information

Student Code of Conduct
Drug and Alcohol AUC Students Policy
Identity and Access Management Policy
Personal Property Policy

Appendices

- Emergency Release Form
- Vacation Form

History/Revision Dates

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