AUC Residences – Rules and Regulations

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. The AUC Residences include twelve on-campus units (University Residences) and the near-campus Suites (Building 1) and Studios (Building 2).

Reason for Policy/Purpose

The Office of Residential Life strives to create a safe and healthy 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 collective residential community. 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 AUC Residences
Guests of AUC Residents
Parents of AUC Residents
Non-AUC Visitors and Groups

Web Addresses for this Policy

AUC Residences – Rules and Regulations • Page 1 of 6
Contacts

Responsible University Official: Mr. William Trub, Senior Director of Residential Life
Responsible University Office: Office of Residential Life
If you have any questions about these policies or procedures, you may:
1. Call Mr. William Trub at extension x4031
2. Send an email to reslife@aucegypt.edu

Definitions

<table>
<thead>
<tr>
<th>Terms</th>
<th>Definitions per this policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant</td>
<td>Any undergraduate, graduate or special program (Study Abroad, Arabic Language Institute, etc.) 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.</td>
</tr>
<tr>
<td>Resident</td>
<td>Applicants assigned a room at the AUC Residences for a full semester</td>
</tr>
<tr>
<td>Day Guest</td>
<td>Any non-resident inside the AUC Residences from 7:00am – 1:00am</td>
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<tr>
<td>Overnight Guest</td>
<td>Any non-resident inside the AUC Residences after 1:00am</td>
</tr>
<tr>
<td>No show</td>
<td>Students who fail to check in to the AUC Residences by the first day of the third week of classes. No shows forfeit their room.</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>Request from the resident or applicant to withdraw his/her application to reside at the AUC Residences</td>
</tr>
<tr>
<td>Host</td>
<td>Any resident who registers a day guest or an overnight guest. A host must accompany the guest at all times.</td>
</tr>
</tbody>
</table>

Policy/Procedures

1. Rules and Regulations

Being part of the student community necessitates becoming acquainted with the AUC Code of Student Conduct. Any violations will be reported to and adjudicated by the Office of Student Conduct and Community Relations.
Housing Applications and Assignments

1. **Applications** to AUC Residences (during Fall and Spring semesters) are considered complete once the applicant submits the online application and pays the online down payment. (Winter and Summer semesters currently do not require a down payment.)

2. The AUC Residences provides accommodation to registered and enrolled AUC students. If a student is suspended, dismissed or expelled, loses his/her Egyptian residency or withdraws from his/her academic program, s/he will not be eligible to remain at the AUC Residences and the Withdrawal and Refund Policy (Page 5) will apply.

3. Accepted applicants who fail to check in by the first day of the third week of classes (who will then be considered no shows) will forfeit their room assignment and will be subject to the Withdrawal and Refund Policy (Page 5) of the AUC Residences. The check in process is conducted at the resident’s designated service point (reception desk).

4. Residents may not sublet or lease their AUC Residences assignment.

5. Residents must maintain their room assignment status throughout the semester. The Office of Residential Life reserves the right to relocate residents if their room status changes in any of the following ways:
   a. If a double room is occupied by 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 may stay in the double room.
   b. Residents residing alone in double rooms may be assigned a new roommate at any time throughout the semester.
   c. In case of irreconcilable disagreement and failed mediation between roommates/flatmates, the Office of Residential Life may at any time change the room assignment for one or both of the roommates to another double room or apartment.
   d. In case of availability, a resident choosing to reside alone in a double room will be charged the price of two occupants.

Health, Safety and Security

1. Residents planning to leave the AUC Residences for more than 48 consecutive hours must complete a notice to vacate form at the service point (except during official AUC holidays). The Missing Student Notification Policy will apply in cases of residents being unreachable for more than 48 hours.

2. For security reasons, the Office of Residential Life strongly recommends residents return to their assigned living quarters before 1am (Safety Hour). Residents returning between the hours of 1am and 6am will be required to sign the log-in book at the service point.

3. Residents are responsible to lock their rooms. Residents keeping valuable items at the AUC Residences do so at their own risk. AUC is not liable for any loss of personal items due to theft, fire or any other circumstance.

4. Residents are responsible for all items, including AUC property, in their rooms and for any activity occurring in their rooms, whether or not they are present.

5. The Office of Residential Life reserves the right to enter a room (whether or not the resident is present) for an emergency or a routine inspection. Officials of Residential
Life, including Resident Advisors (RAs), will knock, identify themselves and ask the resident to open the door. If there is no answer, the official will repeat the knock and identify process before announcing s/he is keying into the room.

6. Residents are responsible for cleaning their bedrooms and linens. The Office of Residential Life may conduct random hygiene inspections.

7. Any prohibited items found in AUC Residences will be confiscated.

8. Pets are not allowed in the AUC Residences. Stray animals should not be fed or allowed inside of rooms.

9. Residents are not permitted to remove, tamper with, cover up, or hang anything from fire sprinklers, smoke detectors, fire extinguishers, etc.

10. Residents are not permitted to prop open any doors in AUC Residences.

11. Residents with medical conditions, whether physical or psychological, that may impact their experience in the AUC Residences, should inform the Center for Student Wellbeing (CSW) or the Medical Services Department of their condition in order to ensure their safety, the safety of all residents and appropriate medical assistance. The Office of Residential Life, in consultation with affiliate offices, will utilize its resources to assist residents with disclosed and diagnosed medical needs. Residents withholding medical needs from the Office of Residential Life do so at their own risk and liability.

12. The Office of Residential Life, in consultation with the Dean of Students, may contact the parents/guardians of students or the home institution if:
   a. an accepted applicant has not checked in by the first day of the third week of classes (no show).
   b. a resident does not return to the AUC Residences for more than 48 hours without having signed a notice to vacate form.
   c. in case of emergencies and severe medical cases in compliance with the Family Educational Rights and Privacy Act (FERPA).

Access and Identification
1. Residents are required to scan their own student identification card (SID) to enter and exit AUC residences.

2. Residents are prohibited from sharing SIDs or giving key access to another person. The Office of Residential Life will not under any circumstances key anyone into a room not assigned to him/her.

3. Residents are prohibited from entering another resident’s room when he/she is not present.

4. Residents must present their SID without argument upon request from a full-time staff member of the Office of Residential Life.

5. Residents must report immediately to the service point the loss of their SID/Room Key in order for a new card to be issued (at cost).

Community Standards
1. Residents are permitted to fraternize with residents of the opposite sex in designated common areas only. The AUC dress code applies in all common areas. Residents or guests may not go shirtless or wear exposed undergarments or bathing suits in any designated common areas.

2. Residents are responsible for the common areas of their units/apartments. Any damage or vandalism to these areas will be charged to the accounts of all residents of
the unit/apartment. Should a resident claim responsibility for the damage, his/her account only will be charged.

3. Residents are not permitted to move common area lounge furniture into individual rooms.

4. Common areas, study rooms and computer labs are accessible 24/7. Residents will be notified via email in case these hours are temporarily changed due to special events.

5. Quiet Hours are observed from 10pm until 8am on weekdays and from 12am until 10am on weekends.

6. Video and photo voyeurism, defined as filming/recording other residents without their knowledge and permission, is prohibited. A reasonable expectation of privacy within private and semi-private areas is expected.

7. Verbal and written abuse directed at officials of Residential Life is not permitted.

Guests

1. Residents are allowed to host a maximum of two (2) guests in their room at any one time. Hosts and overnight guests must complete the appropriate forms at the service point.

2. Residents are not permitted to host overnight guests until the first day of the third week of classes. Non-AUC overnight guests, including family, are not permitted during the last two weeks of classes.

3. Each resident is allotted five nights per semester to host an overnight guest free of charge. After this limit, overnight charges are incurred. Residents must notify the Office of Residential Life via email 24 hours in advance of the guest’s arrival. Guests who arrive unannounced will not be permitted to stay.

4. No guest, AUC or non-AUC, may stay for free in the AUC Residences for more than five nights per semester.

5. Hosts are held responsible for the behavior of their guests and must remain physically present with their guests at all times. Guests must abide by all AUC policies.

6. Children under the age of 12 are not allowed to stay overnight in the AUC Residences.

2. Dismissal and Expulsion from the AUC Residences

The Office of Student Conduct and Community Relations, under the Dean of Students, is responsible for handling any violations of the rules and regulations stated in this policy and/or other AUC policies. Residents who are suspended 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/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 a student receives 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](https://www.aucegypt.edu/students/residential)

### Related Information

[https://www.aucegypt.edu/about/university-policies](https://www.aucegypt.edu/about/university-policies)

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

### Appendices

Notice to Vacate Form (48-Hour Leave)

### History/Revision Dates

- Origination Date: November 3, 2018
- Last Amended Date: August 16, 2019
- Next Review Date: July 1, 2020