



# FINANCIAL AND SOCIAL REGULATIONS Spring 2017

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Welcome to the American University in Cairo! You are about to begin one of the most exciting and challenging life experiences, living and studying in Cairo, Egypt. During your stay in Cairo, you will be in an environment of different cultures, people, events, and ideas. Living in a student residence Hall makes it easy to meet new people, and adapt to a new environment. We strongly recommend that International students reserve housing for the first semester. Egyptian students from other cities or whose parents live abroad and international students from around the world choose to live in student residences where they have the opportunity to participate in an active socio-educational program and be part of a learning community.

The American University in Cairo offers excellent residence facilities for students at the On-Campus Residence located in AUC's New Cairo campus.

Detailed information regarding Student Housing can be found on our website:

1. In your internet browser type the following url: [www.aucegypt.edu](http://www.aucegypt.edu)
2. Click on "Students" tab → "University Residences"

The following policies are for the Spring 2017 semester and supersede all previous announcements regarding services, payment, refund policy, and rules and regulations. Please read these regulations carefully before confirming your request to reserve space in Student Housing.



**I. APPLICATION PROCESS**

The Office of Residential Life accepts online applications based on the dates posted on the website. The online application is only available to students who have been ACCEPTED for enrollment in an AUC academic program and have a valid AUC email account.

1. Housing assignments are made based on the date and time you submit your online housing application along with the \$300 housing down-payment. Rooms are assigned on a first-applied/paid, first-served basis.
2. You will be required to pay a \$300 housing down-payment immediately after submitting your housing online application. Students are responsible for submitting the proof of payment to the Office of Residential Life either physically or via email.
3. You will receive your room assignment within 10 business days after submitting your application, along with the \$300 housing down-payment. Please note that students applying for housing without submitting the \$300 housing deposit will not receive room assignments.
4. The \$300 housing down-payment is non-refundable once you receive an official email with your room assignment for the semester.
5. The \$300 down payment will be credited to the student’s AUC account and will be deducted from the full residence fees posted on the account.
6. Room preferences are taken into consideration but are NOT GUARANTEED. The Office of Residential Life will assign students to residences/rooms according to availability.

**II. OCCUPANCY DATES, PAYMENT SCHEDULE AND WITHDRAWALS**

**1. Occupancy Dates**

<b>2016 - 2017 Dates of Occupancy</b>		
	<b>First Day</b>	<b>Last Day</b>
<b>Fall Semester</b>	<b>August 27, 2016</b>	<b>December 24, 2016</b>
<b>Winter Session</b>	<b>January 1, 2017</b>	<b>January 24, 2017</b>
<b>Spring Semester</b>	<b>January 21, 2017</b>	<b>May 26, 2017</b>
<b>Summer Session</b>	<b>May 29, 2017</b>	<b>July 28, 2017</b>

- **Note:** Additional residence days before or after the official dates of occupancy will be charged \$25 per night per visitor and are subject to space availability and prior approval from the Office of Residential Life.
- **Note:** Early check-in or late check-out before or after the official occupancy dates are not guaranteed and are based upon availability and prior approval from the office.



## 2. Residence Fees\*

### - On Campus Residence Fees 2016 – 2017

<b>Fall or Spring Semester</b>		
<b>Room Type</b>	<b>Price</b>	
<b>Suite Single</b>	<b>USD 3,180</b>	<b>EGP 19,160</b>
<b>Small Single</b>	<b>USD 3,040</b>	<b>EGP 18,270</b>
<b>Double</b>	<b>USD 2,570</b>	<b>EGP 15,450</b>
<b>Premium Double</b>	<b>USD 2,730</b>	<b>EGP 16,420</b>
<b>Summer Semester</b>		
<b>Room Type</b>	<b>Price</b>	
<b>Suite Single</b>	<b>USD 2,050</b>	<b>EGP 12,340</b>
<b>Small Single</b>	<b>USD 1,930</b>	<b>EGP 11,630</b>
<b>Double</b>	<b>USD 1,090</b>	<b>EGP 6,580</b>
<b>Premium Double</b>	<b>N/A</b>	<b>N/A</b>
<b>Winter Session</b>		
<b>Room Type</b>	<b>Price</b>	
<b>Suite Single</b>	<b>USD 795</b>	<b>EGP 4,790</b>
<b>Small Single</b>	<b>USD 760</b>	<b>EGP 4,570</b>
<b>Double</b>	<b>USD 640</b>	<b>EGP 3,860</b>
<b>Premium Double</b>	<b>USD 680</b>	<b>EGP 4,110</b>

### - Summer A/B sessions

- Students applying for three-week summer session will be charged 50% of the residence fees.

\*The residence fees are subject to an increase without prior notification



### 3. Withdrawals and Refunds

- Students wishing to cancel or withdraw from AUC Student Housing must submit their requests in writing. These requests must be made to the Office of Residential Life at [reslife@aucegypt.edu](mailto:reslife@aucegypt.edu). Only the date of the received request will be honored.
- All refunds are issued after the drop and add period (first week of classes) each academic term.

Withdrawing from AUC student housing (after submitting the down-payment and receiving an official housing assignment) carries a financial penalty. Please read below for the amounts that would be forfeited and the corresponding date if a withdrawal request is received:

#### ❖ Spring 2017

- Application Launch (**Nov 27<sup>th</sup> 2016**) – Day before classes (**Jan 28<sup>th</sup> 2017**):  
**Forfeit \$300 housing down-payment.**
- First day of classes (**Jan 29<sup>th</sup> 2017**) – Last day of second week (**Feb 11<sup>th</sup> 2017**):  
**Forfeit 25% of full housing fees.**
- Third week of classes (**Feb 12<sup>th</sup> 2017**) – Last day of occupancy (**May 26<sup>th</sup> 2017**):  
**Forfeit full housing fees.**

Students withdrawing from the university will be subject to the withdrawal and refund policy set by the Office of Student Financial Affairs after presenting the official withdrawal form to the Office of Residential Life and will be prorated for the period of their stay if applicable.



### **III. RULES, REGULATIONS AND POINT SYSTEM**

#### **1. Rules and Regulations**

The Office of Residential Life strives to create an environment conducive to learning and personal growth. We nurture this environment through encouraging and respecting the rights of the individual balanced against the rights and interests of the whole residential community. Given the diversity of residents this can be a challenging task. All residents and visitors must conduct themselves in accordance with Egyptian culture and conducive to communal living.

We expect that all members of the residence community abide by the following rules and regulations:

1. 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 and confiscate items which are found to be in violation of residence and/or university rules and regulations (with or without student's attendance).
2. If a student has a medical or psychological condition that may impact their placement or experience in the residence, (s)he should inform us of that condition in order to ensure his/her safety, the safety of all the residents and to be able 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 the relevant medical or psychological concern is withheld.
3. Male and female residents are forbidden from visiting residents of the opposite sex within the living quarters; except in common areas.
4. Students must inform the Office of Residential Life of the date they will check-in to the residence if they are planning to check-in after the first week of classes. Room assignments will be automatically discarded if students fail to check-in by the end of the first week of classes and will be subject to the withdrawal policy.
5. The Office of Residential Life reserves the right to contact the parents/guardians of the resident in case the student reserved a space at the residence and did not check-in after the first week of classes, broke the specified curfew or if the resident does not show up at the residence for prolonged period of time without signing a vacation form.
6. Residents must maintain their room status throughout the semester as assigned to them by the Office of Residential Life. The Office holds the right to relocate residents from their rooms if the status was altered for any circumstances; otherwise their accounts will be charged according to their current room status.
7. Students residing alone in double occupancy rooms will be charged the price of the two beds.
8. Residents are prohibited from entering another resident's room during his/her absence.
9. Residents are responsible for locking their rooms in their absence. The university is not liable for losses of valuables whether the loss occurs by theft, fire, or otherwise. Do not bring valuables such as expensive jewelry, or large sums of money in the residence.



- Please remember that should you insist upon bringing such items, you will be doing so at your own risk. Protecting your personal belongings is your responsibility.
10. Residents are responsible for the facilities inside the common areas of their units/floors. Any damages to these facilities will be charged to the accounts of the students residing at the unit.
  11. Residents must report to the reception desk / service point the loss of their ID/Room Key immediately in order to take the appropriate action.
  12. The use of the facilities at the Zamalek residence (Gym, Computer Lab, etc...) is catered only for students residing at the residence.
  13. Children under the age of 12 are not allowed to spend nights at the AUC Residences.
  14. Pets are not allowed in the residence hall. Violation of this rule may jeopardize the residents' ability to remain in the residence hall.
  15. Water pipes (hubbly-bubbly/"sheeshas") are forbidden anywhere on the residence hall facilities.
  16. Dress codes apply in ALL common areas. Students may not go barefoot or wear pajamas, night garments, brief clothing, bathing suits, or further revealing clothes in any mixed gender areas.
  17. Public display of affection, obscene language, excessive noise, and other disturbing behavior as per AUC's student handbook will not be tolerated. Repeated warnings for any of these behaviors may lead to dismissal from the residence.
  18. Curfew hours for residents are 10:00 PM every day except evenings of holidays when it is 11:30 PM. Students wishing to stay out after these hours or to be away on weekends must have parental permission. To change the situation in this matter a written permission from parents is required along with a copy of their national ID. The Office of Residential Life reserves the right to verify the parental release form with the parents/guardians.
  19. Signing in and out after curfew hours is necessary for EVERYONE for security precautions. Excessive late returns for students who did not submit a parental release form will result in a formal warning that will be reported to their parents.
  20. It is imperative that any resident planning an overnight stay outside the residence or traveling to fill out a vacation form as a vital security precaution for EVERYONE.
  21. Baggage checking at the Zamalek Residence's security desk/service point is a necessary security precaution for EVERYONE.
  22. Common areas, lounges, cafeteria and computer laboratory (as relevant) have specific working hours, which will be announced and are subject to flexibility due to academic needs and special events.
  23. Residents are not allowed to receive guests/visitors from the check-in date of the semester till the end of the second week of classes.
  24. Residents are responsible for their guests and guest/visitor behavior in residence community. Those who use residence facilities must abide by all rules; otherwise they will be subject to appropriate disciplinary action.
  25. Students residing at one residence will be allowed to spend nights free of charge at the other residence based on the following criteria:
    - i. Each resident will be allowed a maximum of five nights each semester.



- ii. Reservations must be made at least 24 hours prior to the intended check-in date and will be subject to availability.
  - iii. A copy of the confirmation email must be present at the time of check-in; without this email the nights spent at the residence will be charged at a rate of \$25/night to the resident's account.
- 26. All residents are responsible for everything in their room and all activity occurring in the room whether they are present or not.
- 27. Residents are responsible of cleaning their rooms twice a week. The Office of Residential Life holds the right to enter and clean the rooms of residents who fail to abide by this rule.
- 28. Gambling and drug use are illegal by Egyptian law and university policies. Individuals may be subject to the intervention of civil authorities. Alcohol is prohibited both on campus and in the AUC residence according to the aforementioned point system and AUC student handbook.



## 2. Point System:

### Overview

The point system was developed in order to make the disciplinary sanctioning process clearer, more consistent, and more predictable for residents. Under the point system, a resident found responsible for violating the Office of Residential Life’s rules and regulation is assigned points according to the table below. Points are cumulative and can only be assigned after the student had the chance to defend his/her case through a meeting at the Office of Residential Life. For example, a resident found guilty of breaking the non-smoking policy in August and then is found in possession of a Shisha in October will be assigned 4 points (1 for smoking in non-smoking areas, 3 for possession of Shisha).

If a resident accumulates 5 points or 3 incidents will be called into the office. A resident who accumulates 7 points over the course of the semester will be dismissed from the residence for the rest of the semester. Future applications will be considered at the discretion of the Office of Residential Life.

### Points Chart

The chart below shows examples of violations and the associated point values. Points are assigned within a given range based upon the circumstances of the specific incident. This list is not inclusive of all possible violations.

<b>Violations</b>	<b>Point Range</b>
Violation of the smoking policy (Smoking in non-smoking areas...)	1
Excessive noise/breaking the quiet hours policy (Being loud after quiet hours, disturbing other residents’ comfort at all time...)	1
Drunken behavior* within the residence premises (Behavior resulting from consumption of alcohol...)	2
Possession of drug paraphernalia, empty bottles of alcohol or gambling devices.	2
Wearing revealing clothes in public areas; “including but not limited to swimwear, pajamas, hot shorts, etc...”	2
Verbal Abuse “Using offending or discriminating language in a general context”	2-3
Failure to maintain the living quarters cleanliness and hygiene including shared spaces.	2-4
Public Indecency “Mild (2-3 Points) to excessive (5-7 Points) behavior”	2-7





Failure to leave building during fire alarm	3
Possession or Smoking a Shisha / Hookah	3
Altering/Falsifying university documents (Parental release forms...)	3-5
Impersonation (Signing in/out under a false/wrong name...)	4
Intentional or reckless destruction of University or private property**	4
Possession of alcohol (Any type of alcoholic drinks...)	4
Physical Assault “Based on the severity of the harm to the victim”	4-7
Gambling within the residence premises	5
Verbal Assault	
“Using offending, discriminating or threatening language directed to a certain person”	5-7
Tampering with smoke detectors, alarms, blocking exits or other behavior that endangers the overall safety of the residents.	5-7
Possession of drugs (Ex: Hashish, marijuana, pills...)	7
Theft (Stealing university/fellow residents’ properties...)	7

\*Drunken behavior entails a range of other violations, for instance: excessive noise, physical violence, etc.... Where points associated with other violations will be deducted along with the two points for the original violation.

\*\*Residents found guilty of destroying university property will be required to pay for the cost of the repairs and such violations might lead to dismissal.

## **Terms and Conditions**

Points are cumulative from the fall to the spring semester.

Two points are forgiven six months from the date of the violation, provided the resident commits no subsequent violations. If the student is found responsible for any additional violations during that six month period, no points are forgiven at the six month anniversary of the first violation. Any new points from subsequent violation(s) are added to those from the previous violation. Two points are forgiven, if there are no further violations, on the six month anniversary of the most recent violation.



#### **IV. Dismissal**

The Office of Residential Life may take disciplinary measures against any student living in or visiting university housing according to residence Financial and Social Regulations and university disciplinary policies. Residents who are dismissed for disciplinary reasons will forfeit their deposit and the remaining semester housing fee and may be subject to further university disciplinary action. In addition, violating the following rules causes immediate expulsion from the residence:

1. Behavior deemed disruptive to community living.
2. Behavior that are deemed to have broken the Egyptian law.
3. Forging and falsifying official documents.
4. Male residents or guests are prohibited to be in the female section and vice versa.
5. No resident should attempt to break any separator doors/gates.
6. Acts of violence or aggression against others will not be tolerated and are grounds for immediate dismissal.

Please refer to the point system for further disciplinary action.

#### **V. TERMS AND CONDITIONS**

The housing application-contract is a legally binding agreement between the student and the university. Once the application is submitted your contract is valid for one semester and can only be cancelled according to the terms and conditions posted above.