

# **University of Balamand**

## **UNIVERSITY ON CAMPUS HOUSING POLICIES AND REGULATIONS**



### **Office of Student Affairs**

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## **Statement of Purpose**

It is the philosophy of the University of Balamand (UOB) to provide University Housing that is safe, comfortable and supportive to the academic mission of UOB. On-campus residential life is designed to encourage the intellectual and moral development of its students. The residence community attempts to provide the student with learning opportunities focusing on self-awareness, interpersonal relations, and cross-cultural understanding.

## **Reservations**

Reservations are made on a “first come, first serve” basis. Students should submit a Dormitory Online Application for Room Reservations and a deposit fee. The deposit fee should be paid at the Comptroller’s office. Priority in reservations is given firstly to new students, secondly to undergraduate students, and thirdly to graduate students.

## **University Housing Staff**

The University Housing at UOB is staffed with a Resident Director, Resident Attendant (Assistant to the Resident Director), Floor Assistants (Senior Students), Computer Lab. Assistant (Senior Student), Housekeepers and Security Guards who are appointed to ensure the cleanness and safety of the dormitories, and comfort of the students. The University Housing Staff duties and responsibilities are listed as follows:

### Resident Director:

The resident director is responsible of all aspects of the On-campus housing including:

Coordinating with the Office of Student Affairs for making appropriate room assignments.

- Informing students about the policies and regulations that apply to all residents upon admission.
- Organizing a detailed schedule for the semester, mainly for presence of the Resident Assistant and Floor Assistants during week-end shifts.
- Receiving complaints, and report and follow-up on maintenance and cleanliness issues related to the dorms.
- Establishing an “Inspection and Preventive Maintenance” program for facilities and services in the dormitory building in coordination with the Office of Buildings and Grounds.
- Acting as a facilitator of processes and a liaison among the different personnel in direct contact with students residing in the dorms.
- Optimize opportunities of interaction with the residents of the dorms and engage them in social and recreational activities of interest to them.
- Working hours will extend from 8:00a.m. to 4:30 p.m. (2:00 p.m. during summer semester), Monday to Friday. She will also be required to be available in the dorm at night and weekends when necessary.

### Resident Attendant:

The resident attendant provides support and assistance for the dorm resident, specifically in case of emergencies at night. The attendant responsibilities include:

- Coordinating and reporting to the Resident Director on all issues related to the dorm.
- Working hours will extend from 8:00 a.m. to 4:30 p.m. (2:00 p.m. during summer semester), Monday to Friday.

Floor Assistants:

Floor assistants are responsible senior or graduate students who have resided for at least one semester in the dorm. Floor Assistants are available during University Housing access hours during the weekdays and weekends (at least two assistants should be available in the dorm on weekends when the Resident Attendant is not on duty). Floor Assistants are exempted of 50% of the dorms tuition fees. Their responsibilities include:

- Preserve the cleanliness and quietness of the floor they reside in by reporting violations of dorm's policies and regulations to the Resident Director/Resident Attendant who will take appropriate steps to resolve the issues at hand.
- Assist the Resident Director in disseminating important information to female residents.
- Sleep in the dorms every other weekend and be available on Saturdays and Sundays for coordinating inspection and maintenance issues that may occur on weekends. They will coordinate their schedule with the Resident Attendant in agreement with the Resident Director. In case of mishaps they will immediately report to the Resident Director or Attendant.

Computer Laboratory Assistant:

Computer laboratory assistant is a responsible senior or graduate student Computer Laboratory Assistants are exempted of 50% of the dorms tuition fees. The responsibilities include:

- Report any malfunctioning of the computers in the dorms to the Resident Director or Resident Attendant to take appropriate action.
- Ensure that each student works within the allocated time slot provided by signing in and out of a set time schedule.
- Make sure that students do not abuse the facilities provided to them and enforce rules and guidelines of operations set in coordination with the Resident Director.

Security Guards:

Security Guards are responsible for the security of the dormitory building and are entitled to request from students residing in the dormitories and their guests, proper identification at any time.

Housekeepers:

Housekeepers are responsible for the cleanliness of the common areas inside the dormitories (corridors, stairs, lounges, public bathrooms, gymnasium and kitchens).

**University Housing Agreement**

By completing and signing the Dormitory Application for Room Reservation, students have immediately agreed with all items of the University Housing Agreement listed as follows:

1. Period of Agreement: Registration for dormitories is made per semester. The academic year comprises a fall, spring and summer semester. Students should confirm their registration for each semester by filling the Online Application at least one month before the beginning of the semester.

2. Eligibility: To be eligible for on-campus housing for the fall, spring and summer semesters, students must be registered at the University of Balamand during the semester in which they want to enroll. A minimum of twelve credits is usually required for the fall and spring semesters, and 6 credits for the summer semester.

3. Reservations: Reservations should be made by completing the Online Dormitory Application for Room Reservation and through payment of a damage deposit that is refundable after successfully checking-out from the dormitories. This damage deposit will serve as part of reimbursement to the University of Balamand in case residing students damage University Housing properties. Properties include all items listed in the Check-in sheet that the students fill-in before obtaining the key to their room and items in public and common areas and facilities inside the building.

4. Payments: The housing fee and rates for each term should be paid as directed by the Comptroller's office. Rates may be subjected to annual changes. Residence fees are strictly not refundable.

5. Assignment of Rooms: Rooms are to be occupied only by the person(s) properly assigned to them by the Resident Director. Room reservations are not transferable and subletting is not permitted. Room changes are only permitted during the first week of each semester based upon written authorization by the Resident Director. Student residents in University Housing may be requested to move at any time during the semester for valid reasons such as consolidation, disciplinary action, maintenance, disputes, etc.

6. University Housing Facilities and Policies: The dormitories are reserved for the exclusive use of student residents and authorized University Housing Staff. The living and study conditions may be adjusted occasionally for the mutual benefit of the University and resident students. Therefore, the University of Balamand may alter the official administrative policies as deemed necessary for the sake of health, safety, and discipline, and for educational purposes. Resident students should abide by changes in policy. Failure to comply with the written instructions will be deemed a violation of University Housing policies and regulations.

7. Room Keys: Room keys are delivered to students after payment of the housing fee at the beginning of each semester. Prior to receiving the key, the student should complete a Key & Room Registration Record form (available with the Resident Director) that is considered as a record of the room conditions during check-in. Keys are the property of the University of Balamand and should be returned to the Resident Director at the end of each semester.

Failure to return keys will result in:

- Charges to the student account for replacement of key and changing lock.
- Removing personal belongings of the residing student from the dormitories at the student's cost.

8. Maintenance and Housekeeping: Student residents should report repairs of University Housing furnishings and equipment to the Resident Director or Student Assistants. Students should maintain their assigned rooms, kitchens, halls, and living rooms in an orderly, safe, and clean condition.

9. Damage Charges: Students will be required to pay for any loss or damage to University Housing equipment and furniture. Students residing in the same floor will be held responsible and charged accordingly when the loss or damage cannot be attributed to a particular individual.

10. Liability: The University assumes no responsibility for the loss, damage, or theft of personal property belonging to, or in the custody of, the student, whether such losses occur in the student rooms, public areas, or elsewhere in the dormitories.

11. Right to Entry: The University reserves the right to enter student rooms for the following reasons: emergency, repair, maintenance, health, safety inspections and administrative necessity.

12. Visitors: Visitors are allowed within designated areas and hours. No visitors are allowed inside the rooms. Any violation of this regulation will be considered as soliciting. The assigned rooms should be strictly used by the registered students. No guests are allowed to reside in the dormitories.

13. Termination of Agreement by the University: Upon reasonable notice and for good cause, the University of Balamand reserves the right to terminate this Agreement. Should this agreement be terminated, the student will be required to vacate the dormitories and full termination charges will be assessed.

14. Termination of Agreement by the Student: The student may terminate this agreement by giving a written notification to the Resident Director. The student is not entitled for refund of residence fees and should pay for the full amount of fees for the semester. The student should complete the Key & Room Registration Record form during checkout. Deficiencies noted during checkout will be repaired by the University of Balamand and will be deducted directly from the deposit fee. If the cost of repair exceeds the deposit fee amount, the additional amount will be charged to the student account.

### **Policies and Regulations**

The University Housing policies and regulations are listed as follows. Resident students should strictly abide by these policies and regulations. University Housing Staff members are entitled to request from residing students to comply with these regulations at any time:

1. *Identifications:* Residents and their guests should present proper identification upon request of the University Housing Staff (Resident Director, Student Assistants and Security Guards).
2. *Cars:* Resident students with cars should complete a car registration form available at the Office of Student Affairs that should be clearly displayed on the front window of the car. Entrance of cars is strictly restricted to the dormitory building in which they reside.
3. *Noise:* Student residents are responsible for keeping noise to a minimum at all times. Noise levels should be low enough so as not to disturb others. Stereos, radios, TVs, musical

instruments and conversations must be kept to levels that will not interfere with the study or sleep of other residents.

4. *Quiet Hours:* Quiet hours are designated daily from 10:00 p.m. - 8:00 a.m.
5. *Alcohol:* The University of Balamand is an alcohol free place. Consumption or possession of alcoholic beverages in rooms, outside the dormitories and in public areas within the University of Balamand is strictly prohibited.
6. *Smoking:* Smoking tobacco products or any other substance is strictly prohibited in University Housing facilities.
7. *Weapons, Fireworks, and Explosives:* Weapons, fireworks and explosives are strictly prohibited in the University of Balamand and dormitories.
8. *Candles and Incense:* Candles and incense of any type are prohibited inside the dormitories.
9. *Solicitation:* Any personal or commercial solicitation (including door-to-door sales and distribution of advertisements) within the dormitories is prohibited.
10. *Posting Signs and Information in Public Areas:* Posters and notices should be posted only in the designated Bulletin Boards. Approval of the Resident Director is requested prior to posting. No posters or signs of any kind are permitted on walls, doors, or windows. Any poster or sign that is not approved and signed by the Resident Director will be removed.
11. *Objects Hanging from Windows, Balconies, Ledges, and Landings:* Throwing, pouring, hanging or dropping objects from windows, balconies, ledges, or landings is strictly prohibited. No posters or signs of any kind are allowed on room windows.
12. *Misconduct:* Misconduct behavior that is disruptive to orderly community living is not permitted. This includes, but is not limited to, throwing items in the hallways, bouncing balls on the floor/hallways, fighting, pranks, or any other behavior which may cause physical injury or is potentially dangerous to the health and wellbeing of residents.
13. *Security:* Security inside the University Housing is a shared responsibility of the University Housing Staff and student residents. Student residents should always lock their doors. Residents must return keys immediately upon checkout or reassignment of rooms and must report lost or stolen keys.
14. *Computers:* Personal computers are permitted in resident rooms.
15. *Visitors:* The purpose of the guest policy is to protect the right of every student to enjoy a safe and comfortable living environment and not to restrict visitors from entering the dormitories. Visitors (same & opposite sex) are only allowed in the University Housing lounges and should comply with the following regulations.
16. *Guest Hours* are from 5:00 p.m. to 10:00 p.m. daily except Saturdays and Sundays, from 10:00 a.m. to 10:00 p.m.

- The hosting student must accompany guests at all times.

- Student residents are responsible for the behavior of their guests and should inform them to comply with University Housing policies and regulations

- Student residents should register the name of their guests with the Resident Director/Attendant at the main entrance of the dormitory by filling out a guest registration card. If the guest is from outside the University, the resident student should also register the name of the guest at the main gate of the University. Visitors with cars (including UOB students dropping resident students at the

dormitories) shall keep the car registration with the security guard at the main gate of the university.

- No room guests are allowed even if they are parents or direct relatives.

17. Room, Floor and Kitchen Responsibility: Each resident is responsible for the proper care of the room, and of the kitchen. All residents using the kitchen are responsible for cleaning after using any facility. Individual residents will pay for any charges assessed for damages in their rooms. All residents are responsible for floor damages and will pay equally for charges assessed to the floor. The Resident Director has the right to enter student rooms for inspecting cleanness and tidiness in order to ensure well-being of female residents.
18. Refrigerators: Refrigerators are permitted in resident rooms provided that the following guidelines are met:
  - One refrigerator per room if the capacity exceeds 4.6 cubic feet.
  - Door gaskets should be in good and operational condition
  - Students should maintain refrigerators in a safe and sanitary condition.
19. Furniture and Equipment: All furniture assigned to student rooms must remain in the room, and therefore, no furniture is to be removed by students from the rooms. No furniture is to be removed from lounges, kitchens or any other public areas. Residents will be billed for missing furniture from restricted areas. It is not permitted to move any furniture or equipment to the balconies.
20. Cooking: Cooking should take place in the kitchens only. Residents are allowed to use the microwave ovens and electric heaters in the kitchen areas. Students should not leave items
21. Destroying, Damaging or Tampering with Property: Failure to respect University property or the property of any other resident is prohibited. Residents may be assessed restitution for damages to University property.
21. Fire Safety Equipment: Fire safety equipment is provided for the protection of resident students. Tampering with fire extinguishers will result in a minimum of 75,000 LBP charge. Unless the person responsible is identified, this charge will be assessed to the occupants of the corridor or floor of the damaged extinguisher.
22. Room and Public Area Decorating Policy: Residents are encouraged to personalize their rooms. Items can be mounted using any method that allows removal without defacing the surface of walls, doors, and desks. The use of nails, tacks or tapes that will damage walls or strip paints is prohibited. Dartboards and darts are not permitted in residence hall rooms. Students may decorate public areas within established guidelines and prior approval by the Resident Director.
23. Parents' Consent: The University reserves the right to inform parents about the behavior of residing students, especially if requested by the parents. In case residing students would like to seek privacy and independency, they should submit a request in writing to the Resident Director before they check in the dorm in consent and presence of the parents indicating the level of independency and privacy they would like to have.
24. Sign-in, Sign-out: Student residents who do not wish to sleep in the dorm during the week-end and holidays should sign-out with the Resident Director.

Students caught violating the above Policies and Regulations will be served a written warning by the Resident Director for misconduct and will be charged the appropriate financial fine if necessary. After two warnings, suspension and/or dismissal from the dormitory will apply.

### **Registration Procedures**

After reading the University Housing Agreement, Policies and Regulations, the student will follow the following steps for registration. These procedures for registration are established to protect both parties involved, the residing students and the University.

1. The student should complete the Dormitory Application for Room Reservation. By signing this application, the student indicates that he has read and understood the terms and conditions of the University Housing Agreement, Policies and Regulations, and agrees to comply with them.

2. After completing the Online Dormitory Application for Room Reservation, the student should pay a damage deposit that constitutes the first step toward room assignment. Due to the limited number of spaces available, this deposit is not refundable if the applicant decides not to reside in the dormitories. Moreover, a forfeit that will be directly withdrawn from the damage deposit will apply if the OSA student does not checkout of the room according to the University's outlined procedures. This deposit will be carried over to the student's subsequent years at UOB until the student graduates or leaves the dormitories.

3. Prior to checking-in, the student should pay for the full housing fee for the semester during which. Upon moving into the assigned room, the student will receive the key and be asked to complete a Key & Room Registration Record form to check the condition of the room carefully, and to ensure that deficiencies, if any, are previously noted. If the student discovers other discrepancies, the Resident Director should be notified in order to add them to the Key & Room Registration Record form.

4. Keys: When the student checks into the room, a room and desk key will be granted. The keys are for personal use only. Unauthorized duplication, lending or borrowing of keys is prohibited:

If the student loses the keys, it is required to obtain a temporary replacement key immediately from the Resident Director. The student will be charged a basic fee of LBP50,000 for the replacement. If a replacement key cannot be found, a lock change is required for the protection of the student, the roommate and future residents. Whenever the lock is changed, a notice will be left on the door of the room.

If the student is locked out of the room, a temporary key may be obtained from the Office of Student Affairs. The temporary keys issued should be returned within 24 hours to avoid charges.

5. Check-out: Procedures for check-out need to be followed whenever:

- The student changes the room.
- The student withdraws from the University.
- The student leaves at the end of a semester or academic year (even if planning to join the following semester).

If the student does not comply with the checkout procedures, the resident will lose the room deposit charge and will be charged an "improper check-out" fee that will be added to the student account.

The student shall follow this checklist to ensure proper check-out:

- Set up an appointment with the Resident Director to check the room. Personal belongings must be moved out of the room before checking out. The student shall clean the room and remove marks from the walls and doors to avoid OSA Page 12 5/13/2011 cleaning charges. The student shall also ensure that furniture is kept in its original designated space.

- The student shall sign the checkout sheet and deliver the keys to the Resident Director. Once the room has been closed, maintenance staff members will do a thorough check of the room. Additional charges that were not previously assessed may be added. To appeal a charge, the student must submit a written petition to the Office of Student Affairs.