

HOUSING POLICIES AND PROCEDURES

Title:	Housing Policies and Procedures
Policy Number:	SA 5/08.2018
Effective Date:	September, 2018
Issuing Authority:	Office of the President

1. RATIONALE

- 1.1 The housing policies and procedures represent the building stone of a safe and secure dormitory at Rafik Hariri University
- 1.2 Those policies and procedures are to govern and supervise the housing facilities at RHU, to maintain a safe and healthy environment for students living away from home

2. POLICY

General Policies:

- a. Dormitory students are expected to abide by RHU's general code of conduct at all times
- b. You must fill out an application to enrol in RHU's housing facilities
- c. You must respect the shared space that you are in at all times
- d. You must abide by the move-in and move-out procedures
- e. You must maintain hygiene and orderliness at all times
- f. You must abide by the rules and restrictions set by the Student Affairs Office
- g. You must respect the hours and curfews set for the dorms
- h. You must report back to the dorm attendant or the Student Affairs Office in case of emergencies, concerns, etc.

Residence Life Policies:

- a. **Visitors:** RHU Dormitory Facility visiting hours are from 8:00 a.m. to 9:00 p.m. Parents and other guests are only allowed in the facility meeting lounge. Residents are held responsible for the behaviour of their guests, and bear all consequences of any violation of Residence Life Conduct Policy.
- b. **Curfew:** RHU dormitory facilities close at 1:00 a.m. Students are required to be inside the dormitory premises before this specified time.
- c. **Quiet Hours:** All residents must respect the daily quiet hours scheduled from 10:00 p.m. until 8:00 a.m. Residents who have any noise complaints are encouraged to contact the staff attendant to solve the problem.
- d. **Shared Spaces:** Residents must respect shared spaces (study rooms, common rooms, kitchens, etc.) and maintain their hygiene and organization.
- e. **Restrictions:**
 - i) Alcohol and smoking are prohibited inside the dorms
 - ii) Pets are not allowed
 - iii) Over-night visitors are only allowed to stay after the dorm resident as filled out a Visitors Form and got the approval from the concerned parties. Guests will be charged for their stay.

3. PROCEDURES

- a. **Registration:** To register for the use of RHU Dormitory Facility, the student is required to fill out the Dormitory Facility Application Form and pay a refundable deposit of \$200 at the Finance Department to reserve a room.
- b. **Move-In:** The Dormitory Facility will open two days prior to the beginning of classes each semester to allow residents to move in. Residents must always inform the Administration of their exact date of moving in and must move-in personally. During moving-in, residents fill out a room inventory form that includes a list of all furniture and assets handed in at the time of check-in and receive their room keys.
- c. **Move-Out:**
 1. Take an appointment from the dorm attendants for room inspection.
 2. Return the keys to dorm attendants.

During room inspection the inventory form signed by the student at the beginning of the semester will be reviewed to ensure that all room furniture and assets are turned in by the resident free of damage. RHU Administration shall deduct the cost of damage(s) inflicted by the student on furniture and assets from the deposit that the resident has paid at the beginning of the semester. The student account will be charged for the remaining balance if damage(s) exceed(s) \$200 deposit.

d. Renewal or Termination:

At the end of every semester, if a resident wants to renew his/her stay for the following semester he/she can pack his/her belongings, tag and leave them in the room. If a resident is not willing to renew her/his stay in the Dormitory Facility, s/he is required to vacate her/his room within 24 hours of the last final exam.

4. STAKEHOLDER IMPACT AND SCOPE

It is the responsibility of each RHU dormitory student and staff member to familiarize themselves with policies and procedures relevant to their area of work, and to adhere to its contents.

5. RELATED DOCUMENTS

- > RHU Policies and Procedures
- > RHU Student Housing handbook

6. APPROVAL AND REVIEW

OFFICER RESPONSIBLE: VP for Academic Affairs

AUTHORITY: University Academic Board

POLICY REVIEWED BY:

EFFECTIVE DATE:

REVIEW DATE: As needed

REVISION HISTORY:

RELATED POLICIES: All University Policies and Procedures

FINAL APPROVAL BY THE PRESIDENT:

Signature: 

Date: July 15, 2018