

# Housing Contract 2018-2019

*Read the Contract thoroughly before signing and returning to the Residence Hall.*

## **GENERAL TERMS AND CONDITIONS**

University Housing is intended to provide an environment suited to academic and personal growth by promoting a quality of life that respects the rights of individuals and provides opportunities for development through residents' involvement in their communities. University Housing is provided for students who plan to reside in the residence halls for the full Academic Year.

By choosing to live on-campus, the student will have the opportunity to become an active and engaged learner, understand and appreciate human differences, gain self-confidence, and learn to make better choices that assist them in achieving their long-term goals, all while integrating their learning inside and outside the classroom.

University Housing has an expectation that all residents will actively participate in creating welcoming communities that value all members without regard to race, color, sex, gender, religion or disability.

This Contract is based on the established educational goals of the university, consideration for other residents, health and safety standards, compliance with established laws, and University rules and regulations.

## **I. INTRODUCTION**

This Contract is an agreement between the student and the Residence Hall for the entire Academic Year 2018-2019 (Fall and Spring semesters). It is the student's responsibility to read and understand all the provisions of this Contract including the Housing Handbook and Rules and Regulations. By signing this Contract, the student accepts its conditions and undertakes to abide by them.

## **II. HOUSING ELIGIBILITY**

University Housing is available to students who are officially admitted to the University and who are registered/enrolled as a full-time student. Students who drop below full-time status during the term of the Contract and wish to remain in University Housing must submit a request in writing to the Residence Hall administration and the request must be approved. The priority is given to full-time students. Part-time students will be accommodated if space is available.

A signed, valid Contract must be present, prior to any student occupying any University Housing facility. This Contract does not guarantee any specific room within the Residence Hall. Rooms are assigned by the Residence Hall administration.

## **III. HOUSING FEES**

Returning students who wish to renew their housing Contract for the academic year 2018-2019 must pay the housing fees in full between May 8 and 15, 2018.

Transfer and new incoming students who want to reside in LAU Residence Hall must pay a Housing Reservation Payment of \$500 which will go towards the total fees. This payment which is non-refundable and non-transferable must be paid within 1 week of housing application submission. The remaining balance of housing fees is payable with the tuition in September.

Housing fees may be found on LAU website at <http://www.lau.edu.lb/fees/2018-2019/housing.php>

## **IV. CANCELLATION POLICY**

Students are urged to pay the requested fees ONLY if they are certain they wish to reside in LAU Residence Hall.

### **1. Cancellation for New and Transfer students:**

- Students who cancel/terminate their housing Contract before August 1<sup>st</sup>, will forfeit the paid Housing Reservation Payment of \$500.
- Students who cancel/terminate their housing Contract after August 1<sup>st</sup> (inclusive), will forfeit the paid Housing Reservation Payment of \$500 and the remaining balance of their housing fees will be charged to their account. Failure to pay the charges may result in withholding of grades/diplomas/transcripts and/or refusal to permit future registration.

2. **Cancellation for Returning students:**
  - Students who cancel/terminate their housing Contract after payment of the fees and prior to the end of the term of the Contract, will forfeit the paid fees.
3. **Cancellation for withdrawal from the University:** Students who withdraw from the University for academic, financial, or medical reasons are liable for room fees prorated to the effective date of termination.
4. **Cancellation by the Residence Hall:** The Residence Hall may terminate the Contract upon disciplinary dismissal of a student from the Residence Hall and/or the University, and the student will be responsible for full housing fees.
5. **Spring Semester Cancellation:** Students who want to cancel/terminate their Contract for the Spring semester due to graduation or financial or health reasons, must do it before December 1<sup>st</sup>. After the deadline, students will be liable for their housing fees charged to their account.

## V. ASSIGNMENTS

The Residence Hall reserves the right to make room assignments, to authorize, or deny room and roommate changes, to consolidate vacancies, and to require a student to move from one room to another.

The majority of the housing facilities are double occupancy. By signing this Contract, the student agrees to make reasonable efforts to communicate and live cooperatively with his/her roommate. However, if a student has someone in mind that they would like to have as a roommate, both individuals should mention the name of the other on their housing applications and the Residence Hall administration will try to accommodate their preference.

At the end of each semester, students may apply for a change of room or roommate. The Residence Hall administration will attempt to fulfill their request, but no guarantee can be made.

## VI. RESIDENCE HALLS OPENING AND CLOSING DATES

All Residence Halls open two days prior to the beginning of each semester and close 24 hours after the last day of the final exams. Residence Halls close during Christmas vacation as well as during semester breaks.

**Check-in dates/times: Fall semester: August 26, 2018 from 10 am to 10 pm**  
**Spring semester: January 14, 2019 from 10 am to 10 pm**

## VII. CHECK IN

Students can check in during the designated opening dates/times. Should a student need to check in after the designated dates and/or times, they must notify the Residence Hall administration to prevent their reservation from being canceled.

## VIII. ROOM CONDITION

Each student must complete, sign, and return a Check in Form (CIF) at the time of moving into a room to document problems with the condition of the room prior to occupancy. Students will be held responsible for any damage to their room that is found when they move out unless otherwise (a) noted on the CIF; (b) normal wear and tear; or (c) a maintenance problem properly reported during the year. Rooms will be inspected as a result of completing proper checkout procedures and the student must be present during the room inspection. If for any reason, the CIF has not been completed and returned 24 hours after check in, the Residence Hall administration will assume that there were no problems with the room when the students initially moved in.

## IX. CONSOLIDATION

The Residence Hall may consolidate rooms to full capacity when vacancies occur and may move students to another room when such consolidations become necessary. Students who do not have a roommate, and have been requested to consolidate, may either select another roommate or change rooms.

If one of the occupants of a double room moves out, the remaining student must leave the room in appropriate condition to accept another roommate at any time during the Contract period. Students do not have the option to reject a roommate assignment.

## X. CHECK OUT

Students must vacate their rooms within 24 hours of their last examination for both Fall and Spring semesters.

Students must schedule an appointment with the Residence Hall at least 48 hours prior to check out. They must complete proper check out procedures to avoid any additional charges assessed directly to their account. Proper check-out procedures are detailed in the Policies and Procedures section of the Housing Handbook.

**XI. DAMAGES**

Charges will be assessed for students who are responsible for damage to a room or public area throughout the term of the Contract. Students may be charged for repairs, cleaning, furniture replacement, lost or non-returned keys. In shared rooms or apartments, if the responsibility is not determined, all the occupants of the damaged area will share the charges.

**XII. ALTERATIONS**

No alterations or repairs may be made to the assigned room, its furnishings or equipment without prior consent of the Residence Hall administration.

**XIII. RIGHT TO ENTER STUDENTS ROOMS by the Residence Hall Staff**

The Residence Hall staff reserves the right to enter the student’s room without notice in the following instances:

1. when it appears that an occupant may be physically harmed or endangered
2. when it appears that an occupant may be suffering from a mental health issue or his/her safety is at risk
3. when it appears University property is endangered
4. when it appears University policy is being violated

**XIV. ABANDONED PROPERTY**

Any personal property left by a student will be considered abandoned and may be disposed of accordingly by the Residence Hall.

**XV. LIABILITY FOR PERSONAL PROPERTY**

The Residence Hall is not responsible for loss or damage to any personal property in students’ rooms, public areas (common rooms, storage rooms, lounge...)

**XVI. DISMISSAL FROM RESIDENCE HALL**

This Contract may be terminated immediately without any responsibility on LAU for any of the following reasons:

1. The student’s activities endanger the health, safety or welfare of others
2. The student engages in gross or disruptive behavior
3. The student is no longer enrolled at the University
4. The student violates the Student Code of Conduct or any provision of this Contract

*Read and approved.*

Name of Student:

Signature of Student:

Date:

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If student is under the age of 18

Name of Parent/Guardian:

Signature of Parent/Guardian:

Date: