

SUFFOLK UNIVERSITY MADRID CAMPUS

HOUSING REGULATIONS

INTRODUCTION

Suffolk University sponsored housing is a complementary service of the University. It is of utmost importance that dignity be respected and that responsibility be encouraged, both for the individual as well as for the university community as a whole.

All housing accommodations and SUMC excursion's hotels will be considered as part of the Campus. Behavior rules and disciplinary procedures will apply to those settings.

HOUSING INVENTORY CHECKLIST

Students will need to complete the housing inventory checklist form (which will be provided by our Housing Director after Orientation) noting the condition of the room and furnishing, and return it to the Housing Director within 5 days of moving in. This inventory form is for your own protection and it helps to establish the condition of your housing assignment at the time of your arrival.

RIGHTS AND DUTIES

Students staying at SUMC accommodations have the following rights:

- The right to silence and rest.
- The right to privacy.
- The right to confidentiality.
- The right to free expression of opinions.
- The right to respectful and dignified treatment.
- The right to exercise their freedoms, without infringing on the rights of others.
- The right to receive all stipulated services.
- The right to be duly informed about all things relating to their situation in University sponsored housing.

In Shared Apartments, Suffolk University encourages students to establish their own rules for community life, which allow them mutual respect. Thus, students are free to determine their own schedules for cleaning, use of bathrooms, garbage removal, and use of appliances. In all cases, the Rules established for shared apartments must meet and comply with the minimum requisites of these Regulations.

In families, students must be committed to respect and take active part in family life, behaving as one more member in the family and taking part in domestic chores as much as possible.

Residents must be committed to complying with the following requisites, at all times being fully responsible for the consequences which result from their actions:

- Integration in the spirit of Residences, Shared Apartments and families, and active collaboration in community life, promoting activities and participating in those that are organized.
- Students must respect all Regulations of Suffolk University.
- Students must demonstrate behavior which reflects a spirit of academic, social and civic responsibility, both within and outside of University sponsored housing.

A housing change is allowed only when justifiable reasons exist, there is available space, and when students and the Housing Department reach an agreement.

The Housing Department reserves the right to enter students' residences at any time.

In the common areas students must use adequate attire that will not be offensive or embarrassing to others. The use of morally offensive material and indecorous behavior will not be permitted.

Independently from any legal action that might take place, the following are forbidden:

- Possession, consumption or traffic of drugs or any restricted substances.
- Celebrating parties in the rooms, halls, stairways and shared spaces of Residence and University.
- Possessing arms of any kind.
- Exerting physical violence against other people.
- Offending, verbally or in writing, a classmate or the university's service or administrative personnel.
- Sexual harassment.
- Stealing or taking money or any object or belongings. Using other people's belongings without their permission.
- Irresponsible conduct that leads to failure in studies or worsens living conditions.
- Introducing or consuming alcoholic beverages and states of intoxication.
- Resisting the decisions made by the University and the Administration, or the systematic opposition to rules that govern the Residences and Housing.
- Initiatives that tend to create insubordination, unruly behavior, discord or division among residents.
- Non-civic conduct, unworthy of a university student, within or outside the Campus, which leads to a deteriorated image of the University.
- The use of morally offensive material and indecorous behavior in the housing accommodations.
- The entrance of a resident to a room that is not her/his own without the authorization of the resident whose room she/he is about to enter.
- Visits in Residences and family stays. and the presence of guests
- Visits in SUMC apartments are only allowed between 11am to 10pm, and only to current SUMC registered students. The designated resident of each room is personally responsible for any action against the established rules that takes place in that room.
- The use of stoves, heaters or microwaves in the bedrooms.
- The use of candles and all other objects that produce flames or smoke, especially any electrical appliances.
- Any modification of the rooms in Residences and Shared apartments without the prior approval of the Housing department.

At the end of the academic year or the semester, the residents will vacate their rooms, ***taking with them all of their personal possessions***. Storage of property will not be allowed in the Residences or Apartments. The Housing Department will have full possession of any abandoned property assuming the resident has renounced to its possession.

Accepting a place in University housing implies the absolute conformity with the rules established in the present Regulations. No allegations whatsoever will be accepted against these Regulations for supposed ignorance or noncompliance.

FINANCIAL ASPECTS OF UNIVERSITY HOUSING

- The areas of management and economic mediation of SUMC university sponsored housing are overseen by the University Housing Department.
- Payments during the academic year and the amount of the security deposit shall be determined by the University and shall be paid prior to the onset of each quarter, along with the corresponding course tuition. The resident and his or her economic sponsor commit themselves to pay the entire quarterly fee, independently of the manner in which the payment is made.
- The security deposit shall be determined as the reservation of a place, and as a security deposit for any reparations that might be necessary in the housing which each student uses, both for the dwelling and the belongings. The full amount would be returned only to those residents who had lived in University sponsored housing the entire term in question, and only after all deductions or compensations had been made. The payment of the security deposit must be carried out at the same time as the application is completed and is obligatory for acceptance in University sponsored housing.
- In the case of damages to the dwelling or additional expenses, and if it is not possible to determine the person(s) responsible, all residents of the same University housing will be charged in equal parts (pro-rated) for the reparation.
- If keys are lost, residents must pay for their replacement and all other necessary expenses.
- The University is not responsible for the objects or money that might be stolen within the housing premises. It is recommended that residents not to leave their property in the common areas.

HOUSING REFUND POLICY

Students who leave University Housing will need to communicate this to the SUMC Housing Director. When a student withdraws from the University, cancelling his/her registration from all of his/her courses, it is understood that he or she is also leaving University Housing on the date stated in the Withdraw Form submitted to SUMC Registrar's Office.

If the student is expelled from University Housing for disciplinary reasons, no refund of the Housing Fee will be issued.

WITHDRAWAL PERIOD	% OF HOUSING FEE REFUNDED
Between 15 days before arrival date and 14 days after arrival date*	70%
Within the calendar month of arrival date*	50%
After the first calendar month of arrival date*	0%

The following schedule is based on the date of withdrawal on the Withdrawal Form:

* According to official SUMC calendar

* For the SUMMER SESSION, all fees, excluding tuition, will be non-refundable 15 days or less prior to the first day of classes.

Damage Deposit: The Damage Deposit is 100% refundable ONLY if there are no damages to SUMC housing facilities upon departure. Please be aware that additional cleaning and/or repairing charges, and library fines can also be deducted from the Damage Deposit.