



# SUFFOLK UNIVERSITY

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## MADRID CAMPUS

### Madrid Campus Programs

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## **SUFFOLK UNIVERSITY MADRID CAMPUS HOUSING REGULATIONS**

### **INTRODUCTION**

Suffolk University sponsored housing is a complementary service of the University. As a user of this service and as a member of the SUMC Housing Community, it is essential that the student respects the rights of others in the community, as well as University and private property.

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

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

### **RIGHTS**

Students living in 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 regarding all matters related to their situation in University-sponsored housing.

### **FACILITIES**

- In host families**, students must be committed to respect and participate actively in family life, behaving as one more member in the family and taking part in domestic chores as much as possible.
- In residence halls**, students must comply with the internal regulations and Suffolk University Housing Rules.

### **CONDUCT**

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

- Students must make every effort to integrate into the residences and families, and actively collaborate in community life, promoting activities and participating in those that are organized.
- Students must respect all Suffolk University Regulations.

- Students must demonstrate behavior which reflects a spirit of academic, social and civic responsibility, both within and outside of University-sponsored housing.
- Students must maintain respectful attitudes and behaviors towards roommates regarding shared space, personal possessions, and right to privacy and quiet.
- In the common areas, students must use adequate attire that will not be offensive or embarrassing to others.

#### **IV. HEALTH AND SAFETY POLICY**

It is against SUMC regulations to:

- Tamper with fire or other safety equipment.
- Possess flammable items, appliances or other items that may be considered a fire hazard in any way.
- Smoke in any part of a SUMC-sponsored housing or building including common areas such as hallways and elevators.
- Start or cause a fire in any SUMC-sponsored housing or building.
- Cause a false fire or safety alarm in any SUMC-sponsored housing or building.
- Possess weapons or items that resemble weapons.
- Throw objects or any substance from, into, or onto SUMC-sponsored housing windows, doors, walls, terraces, ledges, roofs or other areas.
- Bring unauthorized furniture into your SUMC-sponsored housing or building.
- Tamper with devices and furnishings, such as windows, doors, shutters, cranks, stops, locks, door and smoke detectors, or closing devices.
- Install an unauthorized lock on a bedroom, bathroom, or front door.
- Leave residence room doors open when not present in the room and/or fail to lock the room door.
- Enter without authorization, or contribute to the unauthorized entry of another individual, into SUMC-sponsored housing. This includes fraudulent attempts (misrepresentation, using false identification, etc.), to enter or to allow another individual to enter any SUMC-sponsored housing.

**Failure to abide by the Housing Guidelines for the student's assigned SUMC-sponsored housing, or any others related to Housing in Section 4, Student Conduct, of this Handbook will result in disciplinary actions, including expulsion from SUMC housing facilities and/or the University.**

#### **ADDITIONAL REGULATIONS**

- Housing Inventory Checklist.** Students will need to complete the housing inventory checklist form (which will be provided by our Housing Coordinator during Orientation), noting the condition of the room and its furnishings, and return it to the Housing Coordinator within 5 days of moving in. This inventory form is for your own protection, as it helps to establish the condition of your housing assignment at the time of your arrival.
- Change of Host Family.** Should a student have a complaint regarding their host family, the student must communicate the Change of Housing Request in writing to the SUMC Housing Coordinator, who will reach a final decision within 5 days of receiving the request. This decision will be final. If the complaint is found to be justified, SUMC will assist the student in finding a new host family and in moving houses. If a student leaves the housing assignment without justified cause, s/he will be responsible for compensating the host family, according to the terms of the signed housing contract.
- Guest Policy.** NO OVERNIGHT GUESTS ARE ALLOWED. For details on other guest policies, please consult the specific guidelines for the different housing options here: [Madrid Campus homepage link](#).

- d) Moving.** A housing change is allowed only when justifiable reasons exist (see a) above), there is available space, and when students and the Housing Department reach an agreement, following the moving procedure or by signing a document that excludes SU liability. Students are not allowed to change housing assignment on their own, and if they proceed to do so without SU formal authorization, they will be responsible for co-compensating the landlord/owner of the housing facility.
- e) Double Rooms.** Space in a double room to which only one student has been assigned, for the time being, remains available to SUMC in case a later assignment to another student becomes necessary. Students requiring a single room because of special needs must be authorized by the Office of Disability Services prior to the beginning of the semester.
- f) Students' Belongings.** Each student is responsible for his/her own belongings. The University cannot be responsible for any loss or damage caused to student property, or any property lost or stolen. 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 take full possession of any abandoned property, with the assumption that the resident has renounced its possession.
- g) Entry to Housing Facilities.** The student understands and accepts that authorized University personnel may enter student rooms or other areas of the housing facilities without notice for the following reasons: fire, health and safety inspections, inspection for damage, and/or or other emergency purposes. The University also reserves the right to enter a student's room/common area if there is a reasonable cause to believe that violation of University policies, rules or regulations or of the law has occurred. Housekeeping staff may enter each room on a regular basis for cleaning purposes.

## **VI. FINANCIAL ASPECTS OF UNIVERSITY HOUSING**

- The areas of management and economic mediation of SUMC university-sponsored housing are overseen by the University Housing Department.
- If keys are lost, residents must pay for their replacement and for all other necessary expenses.
- The University is not responsible for any objects or money that might be stolen within the housing premises. It is recommended that residents not leave their property in the common areas.

## **VII. CHECK-OUT POLICY**

1. Students in SUMC-sponsored housing are expected to treat their accommodations with respect and, at departure, to leave them as they found them.
2. All students in SUMC-sponsored housing are equally responsible for damages caused to the property at the facility where they live. Students sharing the same facility will be charged equally for any damages caused, unless there is any evidence of the person/s who has/have caused them, as per their respective housing guidelines. If a student loses the key of a housing facility and the property owner decides to change the lock, the student will be charged for the total cost of the replacement.
3. Housing damage will be charged according to the invoice received for the item to be replaced or repaired.