IMPORTANT INFORMATION

- First time applicants should pay a non-refundable amount of AED 500 as a reservation fee which is adjustable to the full room assigning amount in case granted residence.
- The university reserves absolute rights in changing room configuration, reassignment of space and as it deems necessary. Moreover, it also reserves the right in relocating students to other rooms for consolidation purposes in order to generate availability of room space.
- The resident student bound by this agreement terms is only eligible to occupy the space assigned. Under no circumstances is a resident student allowed to rent or share this space with a third party.
- Students, whose financial aid application has been accepted by AUS, are liable to apply only for Male-Double Rooms and Female-Shared Rooms.

HOUSING AGREEMENT

This agreement will be deemed effective upon endorsing provided that he/she is enrolled as a full time AUS student and the Residential Halls Housing Application Form has been received beforehand by the Residential Halls Department (RHD).

1. GENERAL:
The purpose of this agreement is for housing in the university residential halls. This is a contract between the student and the university residential halls whereby the student agrees to settle all finance and the other charges applicable unconditionally. This agreement is binding for the student and constitutes his/her obligation to pay the university all the applicable charges for the right of occupancy in the university residential halls. Nevertheless all room assignments exclude fall and spring vacation periods, the period between semesters, and/or periods when the university is officially closed.

2. OCCUPANCY OF SPACE:
Through the Right of Occupancy mentioned hereafter in this agreement, the student will have the right to inhabit the assigned space in AUS Residential Halls as well as the right to the shared use of common facilities existing in the building (dorm) where the space is allocated for her/him.

3. Lodging into Dorms and the requirements for lodging.
Students are allowed to lodge into their allocated space 5 days prior to the first day of classes for Fall & Spring Semesters and 2 days for Summer Session. Those wishing to lodge-in prior to the official check-in date should submit a written request to RHD four weeks preceding that date. Such requests are subject to unconditional approval/refusal and those students approved for early arrival may be charged additional fees during their stay. Early lodge-in fees will be outlined upon request approval. During these early lodge-in periods, students should anticipate a lesser degree of staffing and services (e.g. housing, maintenance... etc).
A. Full payment of dorm charges is due before the first day of classes.
B. Access to rooms in the dorm will be contingent upon Submission of Payment receipt from the university cashier.
C. In case a Housing Hold has been placed on a student, due to code of conduct violation, the student will not be able to check in to his dorm till the Hold is removed.

4. Student Housing Agreement cancellation / withdrawal from Residential Halls:
- Students wishing to call off their room assignment should submit a written notice specifically to RH Department by fax, mail or in person. If the withdrawal took place after the Residential Halls specified opening date, the following refund policy will apply:

<table>
<thead>
<tr>
<th>WITHDRAWAL PERIOD</th>
<th>REFUND</th>
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<tbody>
<tr>
<td><strong>During Fall &amp; Spring Semesters</strong></td>
<td><strong>During Summer Session</strong></td>
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<tr>
<td>Withdrawal during the first week from the dorm opening date</td>
<td>Withdrawal during the first two days from the dorm opening date</td>
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<tr>
<td>Withdrawal during the second week from the dorm opening date</td>
<td>Withdrawal during the first four days from the dorm opening date</td>
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<tr>
<td>Withdrawal during the third week from the dorm opening date</td>
<td>Withdrawal during the first six days from the dorm opening date</td>
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<tr>
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<td>Withdrawal after the first six days from the dorm opening date</td>
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The above refund policy would not apply in case of academic or disciplinary dismissal or suspension during semester. Moreover, if resident students join an external academic program, Refund policy will be at the discretion of AUS Finance Department.
5. **Termination of Contract situations:**

This contract can be terminated by AUS Residential Halls Department unconditionally due to any of the following conditions:

- **A. Change in Student Status:** Should a student at any time cease to be enrolled as a full time AUS student, the agreement shall be terminated simultaneously without notice, such notice being hereby waived. In such case, refund policy stated in article 4 of this agreement will apply.

- **B. Disciplinary Action:** If a student violates any of the terms and conditions of this agreement, and particularly, these stated in article 6, subtitles the student may be given written notice by the university to quit and vacate the Residential Hall according to Conduct Council decrees. Upon such decree, as implemented in writing by the Vice Chancellor for Student Affairs (VCSA) or designee, this agreement may be terminated.

- **C. Student Behavior:** If a student exhibits behavior or mode of living which is determined unethical by the Office of Student Affairs management, then this agreement may upon due notice be terminated unconditionally by the university. In such cases, refund policy may not be applicable although charges may be incurred.

- **D. Not Check-In:** If student fails to claim space by checking in prior to the first day of classes, this agreement will be considered null and void, unless OSA has received a written notice of student’s late arrival.

- **E. Failure to Vacate Space:** If the agreement is terminated as provided above in A, B, C, or D above, student must vacate the space on the effective date of termination. Upon student’s failure to quit and vacate, the university shall be entitled to immediate possession of the space and to take all summary action to secure possession without any other or further notice of any kind to student, applicable law or otherwise, such notice being expressly waived. The university may then, without notice to student, enter, take possession of, and re-let space. The university is further irrevocably authorized, on behalf of student, to remove and to store student’s belongings without any liability on the part of university for damage or loss. In that event the university will make no charge for the first three week’s storage; but thereafter storage charges shall occur at the rate AED 100.00 per week for the next five (5) weeks; and at the end of an eight (8) week period the university is irrevocably authorized, on behalf of student, to dispose of these belongings in any manner which it shall deem fit without any obligation to make payment of any kind to student resulting from such disposition, damage or loss. In connection with disposition of such property by the university, it is expressly agreed by the student with the university as a condition of this agreement that the value of student’s belongings is AED 200.00 or less.

- **F. Future Housing Obligations:** A student who is dismissed from a university dorm may be utterly deprived housing in Residential Halls subject to university decisions.

6. **Students Code of Conduct while residing in the Residential Halls:**

**STUDENT Should:**

- **Upkeep Space:** Take care of the assigned space and at the end of the agreement span and endeavor to hand it over in as good condition as received. Inspections for room space takes place as stated in article 7.

- **Comply with Rules:** Students should conform and comply with all laws, regulations and ordinances of the local and federal laws of the U.A.E.

- **Abide to Regulations:** Abide by university policy, Code of Conduct and the Regulations of university Residential Halls set forth in the university student handbook and updated official notices declared in due time.

**STUDENT Should NOT:**

- **Violate or abuse space:** Violate published rules governing university Residential Halls, nor use the space for any disorderly purposes, or in such a manner as to interfere with the rights of other students in their academic pursuits. Such violations may subject students to be summoned before the Conduct Council for disciplinary action.

- **Damage:** Damage to the space or furnishings (including common areas), aside from reasonable wear and tear. If such loss or damage occurs the student will be billed for repair or replacement costs. In the event the responsible individuals of such damage cannot be identified, all resident students served by the immediate vicinity common areas will be assessed for such repair and/or replacement costs.
7. MAINTENANCE OF SPACE ACCESS:
The university employees and/or contract service providers shall provide at scheduled times general maintenance of assigned spaces in terms of cleaning and repairing. During the semesters and vacations routine maintenance and cleaning will be done on schedules developed by the university. Student shall inform the Residential Halls staff of any special maintenance or repairs required. A maintenance or repair request acts as a permission to access assigned student space without prior notice: provided however, that entry for the purpose of making requested repairs or alterations should be at reasonable times. AUS departments will take care of such damaged items as rapidly as can be accomplished. (It is usually not possible to give a precise time when such maintenance or repairs will be carried out)
Authorized university agents or employees have rightful access to assigned space without prior notice in cases of emergency, damage, personal injury, safety, health, or casualty. In addition, authorized staff members of Office of Students Affairs and/or security may access student’s space in situations where there is a probable cause to believe that a violation of law or university regulations has or taking place. In such circumstances, if the concerned occupant denies access, authorized staff members of OSA and/or the Security shall have forceful right of access to that space. To ensure that proper care is being taken of the space, university’s authorized agents and employees shall have the right after having first given reasonable notice, to enter and/or to inspect the space from time to time.

8. DAMAGES TO PROPERTY OR PERSONS:
The University shall not be liable for any loss or damage to property resulting from fire, casualty, or personal injuries occurring within the space or for any other causes unless such damages, losses or personal injuries are caused directly by or result from the proven negligence of university’s agents or employees.

9. LOST OR NON-RETURNED ACCESS CARDS:
AED 50.00 will be charged for unhanded over, physically damaged or lost access cards. Such charges may be assessed at any time during the student’s residence.

10. SPACE CLEARANCE PROCEDURE:
When leaving the university dorm at the end of the year or when terminating housing during a year student agrees to check out officially with a member of the university residential hall staff, and to turn in the access card(s) upon CHECK-OUT. Charges for non-returned access cards are noted above in article 9. Student also abides by this to leave his/her space clean and removes all his/her personal items upon CHECK-OUT. A student leaving the Residential Halls, before the expiry of the assignment validity, must notify RHD in writing of such intent prior to leaving.

11. VALIDITY OF AGREEMENT
The terms and conditions of this agreement remain valid as long as the student continues to stay in the Residential Halls by renewing his/her housing contract each semester/session. The contract expires if the student cancels the room assignment or it is terminated as per article 5 of this agreement.

HOUSING AGREEMENT RENEWAL

- All the terms and conditions mentioned above in the Housing Agreement are applicable in Renewal.
- Students should submit renewal application through Banner Self Service within the restricted period set for applying.
- A student that fails to re-apply within that period will lose his/her assigned room space and may not be admitted to the Residential Halls during that upcoming session/semester.
- Upon renewal, a student will be charged for the full Residential Hall fee set for that particular space.
- Applicants who will cancel their reservations application after the deadline set by Residential Halls department, will be charged AED 500.
- Withdrawal refund policy after checking in remains as noted above.