

Office of the Chancellor

Date : 16 March 2021

To : Vice Chancellor
Provost
University Strategic and Governance Committee

From : Chancellor, Dr. Waqar Ahmad

Subject : **Student Housing Policy**

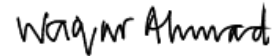
This Executive Order is issued under the authority of the Chancellor as outlined in the Policy on Policy Management under Executive Order No. 0824.

Effective immediately, Provost and Student Affairs Director are given the authority to implement the approved "Student Housing Policy" outlined in this Executive Order.

The attached policy will ensure ADU achieves operational excellence by creating a service-oriented organization, characterized by continual improvement, and meeting our stakeholders' needs.

The custody of Executive Order shall be maintained in the Chancellor Office of the University. If you have questions regarding this Executive Order, please contact Anabella Briones.

Please take the necessary action to ensure that all parties involved are informed of this communication.



Dr. Waqar Ahmad
Chancellor

STUDENT HOUSING POLICY

POLICY OVERVIEW

The purpose of this policy is to define rules and regulations concerning students availing housing services of ADU.

Executive Order	1026
Supersedes	837
Version Number:	07
Date Approved:	11 March 2021
Effective Date:	16 March 2021
Policy Owner:	Student Affairs
Viewing Access Level:	Public
Next Review Date:	Fall 2023

Change History

Version Number	Change Description	Date	Changed By
02	<ul style="list-style-type: none"> Procedural were omitted Residency Requirements, see attached changes Conduct Integrity, see attached changes Under Visitors, see attached changes Under Curfew, see attached changes Under Housing Environment, see attached changes Under Maintenance Responsibility, see attached changes Under Fees, see attached changes Under refund, see attached changes 	24.04.2011	Vice Chancellor
03	<ul style="list-style-type: none"> Formatting and Signature Line to comply with the new approved ADU Bylaws 	21.05.2014	VC
04	<ul style="list-style-type: none"> Formatting and Signature Line to comply with the new approved ADU Policy on Policy Management 	10.09.2014	Chancellor
05	<ul style="list-style-type: none"> Added this section under the Housing Environment clause: "Violations are grounds for immediate dismissal from the University." 	6 Nov. 2016	Student Affairs Director
06	Updated and Added New Paragraphs and sections to standardize the policy: <ul style="list-style-type: none"> Introduction Housing Contract 	22 July 2018	Student Affairs Director

	<ul style="list-style-type: none"> ▪ Conduct Integrity (Changed to Conduct Integrity and Disciplinary Process) ▪ Visitors ▪ Curfew and Leave of Absence ▪ Student Housing Community Spirit ▪ Housing Environment (Changed to Housing Environment and Residents Responsibilities ▪ Maintenance Responsibility ▪ Fees ▪ Room Transfer ▪ Room Inspection ▪ Refund ▪ ADU Dormitory Limits of Liability ▪ Exceptions 		
07	<ul style="list-style-type: none"> ▪ Updated a few section to align with current operation and added sections to standardize the policy ▪ Adjusted a rule, 16.4; under 'Refund' section. ▪ Added Benefit, Roles and REsponsibilities, and Implementaton sections to standardize the policy ▪ Updated some wordings for clarity of statements 	11 March 2021	Student Affairs Director

1. Introduction

To be considered and eligible for ADU housing, applicants must be registered at Abu Dhabi University, ADU alumni, ELI students, other potential students, Non-ADU students who are registered in other universities, employees of ADU, sister companies, or any other applicants as approved by the concerned parties and have arranged for the payment of their housing fees in full. No applicant is allowed to check into the Student Housing without completing the housing application and providing a payment receipt.

Non-ADU candidates may, on occasion, be authorized to apply for ADU Dormitories depending on room availability. Allocation of rooms is prioritized for registered ADU students. A one-semester notice to evacuate the building will be provided to others if the need arises. Applicants who are not registered in courses during a semester/term must secure approval from the Student Affairs in order to reside in the Student Housing.

An applicant should not apply for or obtain accommodation in ADU dormitories by fraudulent means; all provided information should be accurate. Room assignment and placement priority is Student Support Office's responsibility, and there is no guarantee that a resident will retain the same room from term to term. Residents are required to sign a declaration to abide by ADU Housing-related policies and regulations.

2. Housing Contract

A Housing contract is the Housing application that the Student Support Office has accepted, and a room is confirmed accordingly. The Student Support Office has the right to cancel or reject the housing contract/application of an applicant or may subject a resident to immediate suspension of the privilege to utilize the Student Housing:

- 2.1 If the required fees are not paid in full.
- 2.2 If a student is not registered in courses and no exemption was secured.
- 2.3 If an applicant's health, mental or physical condition is not considered appropriate to be accepted in ADU Dormitories.
- 2.4 If an applicant is not respecting UAE culture and religion regarding the relationship between individuals. A student should refrain from all harassments and indecent exposures.
- 2.5 If an applicant is not complying with the Student Housing related rules.
- 2.6 If an applicant does not show respect for other residents or/and housing officials.
- 2.7 If any false information is provided by an applicant in the student housing contract/application or to an ADU official.

To maintain accurate records, it is the resident's responsibility to update the person in charge of any changes in the provided information/contacts.

Students residing in the dorm must provide the Housing Reservation Form/s to the Student Support Office and the payment receipt/s every term/semester.

If a resident will cancel an application, the Housing Refund Policy will apply in accordance with our regulations.

3. **Conduct Integrity and Disciplinary Process**

- 3.1 All ADU student housing residents are expected to abide by ADU's policies and regulations, including Code of Conduct, Student Housing Policy and regulations, Alcohol & Drugs Policy, Parking Policy, Smoking Policy, Safety and Security Policy, and any other policies and regulations related to students. The Student Housing regulations will be communicated to and shared with all residents. The residents' responsibility is to review and comply with all provided and posted rules in the Student Housing. Residents who fail to comply with ADU and the Student Housing rules and policies will be subjected to the disciplinary process, including issuing a notice confirmation, verbal warning, suspension, and/or more severe disciplinary action, including dismissal. A student's parent/guardian has the right to request any information regarding the student's dorm records as approved by the concerned party.
- 3.2 Residents should not apply for exemptions in ADU dormitories by fraudulent means, official documents must support all exemptions related to a violation. The Housing Unit may contact a resident's parents/guardian as required regarding any issue related to the dorm.
- 3.3 It is not possible to list all situations that might constitute indecent conduct. However, all behaviors that are unacceptable according to UAE culture, religion, law, and society are not permitted on campus or at any ADU function whether on-or off-campus. Moreover, if a resident causes any harm to ADU or its reputation, the university has the right to terminate access to student housing. Serious offences, which violate UAE law or the Student Code of Conduct may result in expulsion from ADU.

3.4 If a resident is either arrested for alleged criminal acts or against whom criminal charges are pending, he/she may be suspended under this policy. ADU officials have the right to contact the authority of concern if a resident is posing a risk to himself/herself or to others.

4. **Visitors**

All visitors must adhere to ADU rules. Residents are responsible and liable for the conduct of their guests. It is the host's responsibility to inform the guest/s about ADU and the Student Housing rules. A guest who is in violation of any of the housing rules and regulations impacts the resident's standing. The following shall apply:

- 4.1 Visiting hours must be strictly obeyed and are daily from 8:00 am until 9:00 pm exclusively for residents' visitors.
- 4.2 The only visitors allowed in the dormitory premises are those of the same gender as the resident.
- 4.3 Visitors are not allowed to enter a resident's room or to use any of the housing facilities such as the GYM, Laundry Room, Recreation Room, or others as instructed by the person in charge.
- 4.4 Visitors are restricted to the visitors' designated area/s on the ground floor only depending on space availability which will be prioritized for ADU students.
- 4.5 A resident may receive a maximum of two visitors per visit or as approved by the person in charge.
- 4.6 Overnight guests are not allowed. This includes visitors from outside the ADU dorms such as family members and friends as well as other dorm residents.
- 4.7 Visitors must be met, escorted, and signed-in to the building by a resident of that building, who should meet the visitor in the reception area and guide him/her to the visitors' room. The resident assumes full responsibility for the actions of his/her guest.
- 4.8 Any resident who has been dismissed from ADU or the Student Housing for conduct reasons is not permitted to visit the dorms at any time, under any circumstances.
- 4.9 Visitors must provide an ID to the Security Guard in order to be allowed to visit a resident in ADU dormitories.
- 4.10 Visitors must comply with the housing rules and respect the housing residents and staff members.
- 4.11 Residents and their visitors who fail to comply with the housing rules will be subjected to the disciplinary process.
- 4.12 If a visitor does not comply with the housing regulations, the person in charge of the Student Housing reserves the right to reject the visiting request or ask a visitor to leave the premises.

5. **Curfew and Leave of Absence**

- 5.1 Female students who are residing in the Student Housing must be in their accommodation by 11:00 pm. Late arrivals between 11:00 pm to 6:00 am are considered as curfew violations while recorded as Leave of Absence violations after 6:00 am if no up to date approval was secured by the person in charge of the dorm. If a female student will be absent from the student housing for a period of time (overnight or longer than one day), a Leave of Absence form (LOA) must be filled out 24 hours before the intended leave and must be approved by a Housing Unit staff as per the parent/guardian permission.

5.2 To prevent LOA violations, female students must return on the approved date on their LOA form by 11:00 pm. Students may not leave the dormitory after the curfew except if approved by the person in charge or the Student Support Office. Noncompliance with this policy will be treated as a violation.

5.3 It is the student's responsibility to provide a contact number and address in the LOA form if planning to spend the night outside the Student Housing.

5.4 All students, parents, and guardians must comply with the curfew and leave of absence rules. Guardians are responsible for the student's safety outside the campus, as such, ADU will not be held liable for any untoward incident while a student is out of ADU Student Housing after curfew.

6. Student Housing Community Spirit

All residents share a role in the daily operation and collaborative environment of ADU Student Housing. By contributing to a set of community behavioral manners, each resident takes responsibility for his/her own actions in order to reduce conflict. These community behavioral manners are essential for successful community living situations.

6.1 Housing residents should make an effort to be friendly and helpful to each other. This involves taking the time to learn about one another.

6.2 Residents should show acceptance for different cultural and religious practices, living styles, and food preferences.

6.3 Flexibility and adaptability should be part of every resident's vocabulary and actions.

6.4 Residents need to accept responsibility for their own actions.

6.5 Residents should inform other community members of behaviors that are improper and/ or interfering with their rights.

6.6 Noise should be kept to a minimally acceptable level of tolerance. Excessive noise should be avoided throughout the day. Residents must comply with the rule of quiet hours.

6.7 The needs and rights of all residents have priority over the rights of one member.

7. Housing Environment and Residents Responsibilities

In order to build and maintain a safe, healthy & learning-conducive environment, every member of the Student Housing should accept and contribute to his/her responsibilities. All complaints must be communicated to the person in charge of the dormitory to take the necessary action. The Residence Life Coordinator/Supervisor has the right to take any action he/she deem necessary after consulting the Student Support Office.

7.1 **Respect for others:** Residents shall be respectful of their roommates, neighbors, and dormitory staff members. Loud noise is not permitted at any time in ADU dormitory premises. At all times residents must respect the right of others to study or rest. Any behaviors deemed as disturbing to sleeping, resting, or studying are prohibited. Corridors should not be used for gathering, eating, or conducting any action that might interrupt others' rights.

Quiet hours are designated daily between midnight and 7:00 a.m. to provide a quiet time for residents to study or rest. Repeated violations of the Housing regulations will lead to immediate suspension or more severe disciplinary action.

- 7.2 Student Housing Dress Code: Residents must adhere to the dress code rules within ADU student housing and the university premises.

To be respectful of the UAE culture, residents must wear courteous outfits that cover shoulder to knees. Revealing, transparent clothes, and those with offensive slogans or pictures, signs, or obscene language that might cause religious or cultural offence are strictly prohibited. Face covers that obstruct identity are not allowed inside the dorm.

Residents are not allowed to walk in corridors or use the common areas while wearing revealing and exposing clothes.

- 7.3 Room Assignment: Residence must live and sleep in the designated rooms as assigned by the person in charge of the dormitory. It is not allowed to switch rooms or sleep in another room without raising a request to the person in charge of the dorm and get it approved

- 7.4 Substance Abuse: Alcohol, Drugs, and narcotics are illegal and are not permitted anywhere in ADU dormitory premises. Employees, residents, and dormitory visitors may not consume, possess, or be under the influence of alcohol, illegal drugs, or controlled substances on the dormitory premises. Violations are grounds for immediate dismissal from the university and the Student Housing.

- 7.5 Criminal Activities: Any criminal activity or attempt such as theft, drugs, threats, or if a resident exhibits behavior that is determined unethical, or illegal by the Office of Student Support, the resident may be referred to Abu Dhabi police. Such cases will result in immediate termination of Student Housing and possible expulsion from ADU.

- 7.6 Safety: Residents and visitors must not interfere with or abuse any equipment provided for fire safety and to report and remove all unpermitted equipment/items including any safety hazard from their rooms. All safety hazards and unsafe actions are prohibited in the ADU dormitory premises. For more details on the prohibited items and the violations' procedures, please check The Student Housing Regulations document.

All safety hazards and illegal items that may be considered dangerous and may impact the safety of the dorm residents must be removed and will be confiscated if found. Residents who violate the housing safety regulations will be subjected to the disciplinary process. Confiscated items that could be returned to the resident will be stored and must be collected within one week.

As part of our commitment to the safety and wellbeing of the Student Housing residents, ADU officials will be conducting a precautionary search and inspection procedures to make sure that the dorm is clear from any illegal and/or prohibited items/acts. It is essential for all residents to sign a Search Procedure Acknowledgment and to receive a copy of the prohibited safety hazards list.

- 7.7 Smoking is strictly prohibited in the residents' rooms and within any part of the dormitory buildings.

Hookahs, shisha pipes, or any object filled with water through which tobacco smoke is drawn are prohibited in the Students Housing and ADU premises. For safety, the mentioned smoking equipment will be confiscated if found and may only be stored as advised by the person in charge.

For health and safety purposes:

- 7.7.1 Smoking is permitted outdoors on the dormitory designated areas and should be not less than 10 meters from doorways and open windows.
- 7.7.2 During outdoor events, smoking is not allowed in the event venue where students and staff are gathered.

8. Possession of Animals: Due to health and hygiene, pets of all kinds including fish are not allowed in the Student Housing premises.

The Residence Life Coordinator, Student Support Office, and Security Guards reserve the right to confiscate or require the removal of any pet or item deemed dangerous and not permitted in the Student Housing.

9. Living Environment: All residents should strive to practice good hygiene this includes, but not limited to:

- 9.1 Keeping the living environment clean and tidy.
- 9.2 No decoration may be placed on walls, doors, furniture, or windows except if no damage may be caused to its location and as directed by the person in charge. Residents are permitted to use the removable and tack-it adhesives for the allowed decorations without causing any damage. Decorations may be used if approved by the Supervisor only.
- 9.3 Disposing of all uneaten food and trash in waste dumpsters/bins.
- 9.4 Washing dishes, pots, glassware, and kitchen utensils.
- 9.5 Wiping off and sanitizing cooking, eating, and food preparation surfaces.
- 9.6 Labeling all food items placed in the dormitory refrigerators and disposing of items past expiration date.
- 9.7 No food is allowed to be stored after checking-out. Residents' belongings must be packed, labeled, and kept as advised for no more than one semester or else it will be dispensed if a resident is not returning the next term.
- 9.8 ADU and the Housing Team will not be held liable for losses or damages of articles left by a resident after checking out of the dorm.
- 9.9 Residents must keep the corridors and stairs clear and use the facilities and equipment reasonably, carefully, and economically.

10. Furniture and Appliances: Residents are not allowed to install or add a TV, desktop, fridge, or any furniture or appliance without approval from the person in charge of the dorm, Housing Unit, or Student Support Office.

Furniture is not allowed to be removed or moved from one room to another without approval. The Housing Management Team has the right to replace the old furniture as required without prior notification. Please check the Maintenance Responsibility section (point d).

11. Internet Usage: The internet will be provided by ADU for academic and appropriate personal use. Internet usage is prohibited against accessing illegal and inappropriate websites. Misuse of the internet will result in the loss of internet privileges and possible termination of the housing contract.

ADU has the right to track and monitor illegal and inappropriate sites used by all users. In case of any violation, the university has the right to inspect, limit, shutdown or restrict any Internet access point without prior notice until a full investigation is conducted.

12. Maintenance Responsibility

The person in charge of the Student Housing must be notified of any damage and of all items in need of repair.

12.1 Dorm residents are not allowed to change or add a lock. Keys should not be lent to anyone and must be returned to the person in charge by the resident's check-out day.

12.2 Entrances, lobbies, corridors, walkways, outdoor areas, and lawns may not be obstructed or used for purposes other than those for which they are intended.

12.3 For safety measures and to prevent any damage, residents are not allowed to move the dorm furniture without informing the person in charge.

12.4 Residents are responsible for the care of ADU-owned furniture, properties, and facilities. Room furniture should never be taken outside. Residents will be held responsible for the cost of missing, damaged furniture, or any other damage caused in a room or the dormitory premises. Damage charges to be evaluated by the concerned party through the Student Support Office as per the cost of replacing damaged furniture/items or fixing any other damage caused by a resident.

Should damage occur to furniture in a room or to the room itself and no one claims responsibility, the residents occupying the room will equally share the cost of repair or replacement. In common areas where it could be impossible to determine the responsible party, Student Support Office will assess the damage as a group liability and will proceed with group billing depending on the group inhabiting the area during the damage incident or will equally charge all dorm residents if no resident or a group was declared to be responsible.

12.5 Residents must fill an Item Installation form and have it approved by the person in charge of the Student Housing or Student Support Office in order to add or install an appliance/furniture. Only allowed items will be installed.

13. Fees

13.1 Students who live in ADU dormitories must pay the housing room reservation fee in full every semester/term before their check-in day.

13.2 Students must pay a refundable furniture deposit that will be kept in their account until their final clearance.

13.3 Payment of student housing fees will be in accordance with ADU Fee Policy. Installments are not allowed.

- 13.4 Residents may apply for part of a term residency after obtaining approval from the Student Support Office.
- 13.5 Daily charges will apply for part of a term residency if the total is less than the reservation cost during the specified term.
- 13.6 A late clearance penalty will be imposed on the students' account of those who are not eligible to reside in the Student Housing during the breaks between terms and are cleared after the clearance/check-out deadline.
- 13.7 A housing late registration penalty will be charged to those who will provide the housing renewal application and receipt of payment after the housing registration deadline.
- 13.8 The housing clearance penalty is not applicable for NON-ADU students and all additional days will be charged on a daily basis or as per the Student Housing approved fees.
- 13.9 The housing registration penalty is applicable for continuous NON-ADU students and part of the semester students who register after the deadline and are residing at the Dorm for two consecutive terms without checking-out.
- 13.10 The housing late registration penalty does not apply for new students and part of semester/term applicants who will be checking into the Student Housing during the specified semester/term.
- 13.11 No housing penalty will be imposed on the accounts of those who requested a payment delay exemption from the concerned party before or on the due date and secured an approval afterward. The housing registration and clearance deadlines will be sent to all residents before the beginning of each semester/term.
- 13.12 Alumni and staff members may pay for their room reservations on a monthly basis or as instructed by the concerned parties.
- 13.13 Room key/s will be provided on the check-in day. Keys are the private property of ADU and may not be duplicated, unreturned, or lost. In case of duplicating, losing, or not returning a key, a key cylinder replacement charge per key will be imposed to the resident's account as per the Fee Policy and must be paid before or by the next rental payment due date.
- 13.14 Any other fees/charges will be applied as per ADU Fee Policy.

For more details, kindly refer to the Housing Additional Charges Conditions listed on the Student Housing Information Guide.

14. Room transfer

Room transfer requests are accepted based on the room availability and the assessment of the Housing and Residence Life Unit. Residents who wish to move to another room must follow the below guidelines:

- 14.1 A room transfer form must be filled and provided to the person in charge of the Student Housing to secure approval from the concerned party.
- 14.2 If the room is of the same kind, no extra charges will be imposed.
- 14.3 If the room is of a higher price, the applicant must pay the extra amount before proceeding with the transfer.
- 14.4 If the room is of a lower price:
 - 14.4.1 A refund of the extra payment will be provided if a request has been raised before the check-in date or during the 100% refund period (please check the refund section).

14.4.2 No refund will be provided if the request was raised after the 100% refund period.

15. Room Inspection

- 15.1 In the presence of the resident, ADU authorized employees have the right to enter and inspect any room at any time on a regular basis as a precautionary procedure to ensure health, safety, and maintenance measures are being met as well as the proper conduct of the resident.
- 15.2 The team in charge is entitled to access any room in the absence of the resident as required to resolve student housing policy violations and emergency situations immediately.

16. Refund

- 16.1 The refund periods for students in the Fall and Spring semesters are as follows:
 - a. 100% refund during the first academic calendar week
 - b. 50 % refund during the second academic calendar week
 - c. 0% refund as of the third academic calendar week
- 16.2 The refund periods for students in the Winter and Summer terms are as follows:
 - 16.2.1 100% refund during the first and second days of classes
 - 16.2.2 75% refund during the third and fourth days of classes
 - 16.2.3 50% refund during the fifth and sixth days of classes
 - 16.2.4 0% refund as of the seventh day of classes
- 16.3 If no expression has been made to reside in ADU dorms after reserving a room and paying the full amount of its fee, the refund policy regulations will be implemented.
- 16.4 The housing semesters/terms refund policy is not applicable for part of the term residency. Students must pay for their residency period only as per the Student Housing approved fees.
- 16.5 The refund for the furniture deposit will only be processed once the student has been cleared and the room which was occupied has been checked by the person in charge of the Student Housing.
- 16.6 Residents who have been dismissed from Student Housing due to a violation of the ADU Code of Conduct or Housing Policy/Regulations are not eligible for a refund of the room reservation cost.
- 16.7 Alumni and staff members who reside in the Student Housing are not entitled to a refund of the housing fees.
- 16.8 Any ADU student who receives a visa rejection or went through a delay to attend a term because of the visa process has the right to claim the full refund of their housing fee/s.

17. ADU Dormitory Limits of Liability

Residents and their guardians shall not hold the Student Housing and Residence Life Unit, Student Support Office, Student Affairs Department, or ADU liable, financially or otherwise, for any expense, loss, or damage resulting from a violation of the Student Housing Policy and regulations or because of the negligence of any resident.

18. Implementation

The Student Support Office will implement this policy in collaboration with the Finance Department. The Finance Department will collect and deposit fees according to ADU's standard operating procedures.

19. Benefits

This policy is designed to:

- 19.1 Ensure a healthy and safe residential community.
- 19.2 Help residents gain an understanding of the Student Housing rules and regulations.
- 19.3 Provide residents with a sense of expectedness regarding the Student Housing procedures and violations' consequences.

20. Roles and Responsibilities

20.1 Staff involved within ADU Housing and Residence Life Unit - Student Affairs Department:

- 20.1.1 Punctually handle conflicts and emergencies.
- 20.1.2 Effectively communicate and implements the Student Housing, procedures, policy, and regulations.
- 20.1.3 Ensure the safety of the residents at ADU Student Housing.
- 20.1.4 Maintain a healthy residential community, including but not limited to good communication, mutual responsibility, mutual respect, and strong leadership.

20.2 Residents at ADU Student Housing:

- 20.2.1 The residents' responsibility is to review and comply with all provided and posted rules in the Student Housing.
- 20.2.2 An applicant should not apply for or obtain accommodation in ADU dormitories by fraudulent means; all provided information should be accurate.
- 20.2.3 By contributing to a set of community behavioral manners, each resident takes responsibility for his/her actions.
- 20.2.4 Residents are responsible and liable for the conduct of their guests. It is the host's responsibility to inform the guest/s about ADU and the Student Housing rules. The resident assumes full responsibility for the actions of his/her guest.

21 Footnote:

Related Procedure: Student Housing Procedure (VC-SS-001 Student Housing)

Exceptions

The Chancellor reserves the right to decide on any situation/circumstances outside the conditions stated in this policy.

Authorization

This policy was authorized by the **University Chancellor:**



16 March 2021

Date