

**Rules and Regulations for all CROUS University Accommodation,
as approved by the Board of Directors. Applicable from 26th May 2005.**

I – Admittance and Right of Occupancy

Art. 1: No person will be allowed to occupy a room in a University Hall of Residence who is not a registered student (proof of registration is required) and has not been granted right of admittance by the Director of the CROUS, valid for one academic year. Specific arrangements apply to foreign students on University exchange programs, and are set out in an Annex to their individual contract.

Any student wishing to retain occupancy during July and August must submit an application to the secretary of the Hall of Residence in early June.

Students who have obtained a place in a Hall of Residence must ensure their application is renewed each year before the statutory deadline.

The application will be considered only if all bills (fees, costs for damage, FSU loans) owing to the CROUS have been paid and no disciplinary action has been decided by the Director of the CROUS.

Art. 2: The right of admittance is considered final only after the following: payment of the retaining fee and of the first month's fees; reception of the act of guarantee, as stipulated in the letter of Admittance; signature of the University regulations.

Art. 3: The fees for the University year are due from 1st October if right of admittance is granted before that date even if actual occupancy begins after that date. If occupancy begins in August or September, fees can be paid either on a fortnightly or nightly basis, at the student's best convenience.

Art. 4: A joint and several financial guarantee with a third party standing security is required.

The CROUS reserves the right to verify the solvency of the third party; failing which the student will be required to pay three months' rent in advance before occupying his/her room.

Art. 5: The retaining fee is debited by the CROUS and serves to reserve the room until 1st October if the student is not yet occupying it. It will be refunded at the end of the student's stay, after deduction of any costs incurred for damage done to the room, cleaning expenses if the room is not left in the initial state and any other sums due (an inventory of fixtures is drawn up on arrival and departure).

If, after payment of the retaining fee, a case of force majeure prevents the student from occupying the room, the Director of the Residence must be informed **before 30th September**. The retaining fee will be refunded upon presentation of evidence proving force majeure.

CASE OF FORCE MAJEURE	JUSTIFICATION REQUIRED
Illness or long-term stay in hospital	Medical certificate
Full-time employment	Employer's certificate
Refusal of Registration by the University	Letter or note of refusal for studies envisaged
Transfer to another education authority or University	Registration certificate
Admission to an institute/school with boarding facilities	Registration certificate

II – Financial Regulations

Art. 6: Payment of the retaining fee for the first month's occupancy is due upon receipt of the keys.

Art. 7: The retaining fee to be paid by the student occupying a room is fixed each year by the Administrative Committee of the CROUS. The fee is payable on the 1st day of the month for the whole month and must be paid no later than the 10th of each month. Admittance to rooms takes place on the 1st and the 16th of each month. In the latter case, only half the month's fee is due.

The room is deemed to be occupied until such time as the keys are given back.

Art. 8: Payment of any sum owed by the student will be enforced by all possible means under law, and particularly by executory notice, addressed either to the student or to the guarantor. The student will be liable for any bailiff's fees.

III – Regulations Concerning Occupancy

Art. 9: Right of occupancy is strictly personal and non transferable. Sub-letting or housing a third party is forbidden. The right is revocable in cases of non payment of fees, loss of student status or breach of rules of collective living.

Art. 10: At no time can the occupant refuse access to the Director or his representatives for purposes of maintenance, security of persons and possessions, or enforcing the regulations, even in their absence. Wherever possible, the occupant will be given prior notice before any members of staff enter their room.

Art. 11: Residents are responsible for cleaning and upkeep of their rooms. No rubbish is to be stored in student accommodation or left in communal areas. Communal areas are cleaned by CROUS staff.

Smoking is strictly forbidden in all communal areas.

No animals are allowed.

Art. 12: **One month's advance notification of any departure during the academic year must be made in writing to the Director of the Residence.** Failure to comply will render the student liable for an extra month's fees. Fees in cases of late notification are payable in fortnightly increments.

IV- Regulations for Collective Living

Art. 13: All students admitted to university Residences have the right to freedom of expression and information, and the right to receive visits. These rights are subject to the respect of other students' individual liberties and freedoms, to the principle of secularity and to the work obligations of CROUS staff.

Art. 14: Loud noise is strictly forbidden. After 10 pm, students are required to behave quietly. Occupants are liable for any incidents occurring in their rooms.

Art. 15: All residents may receive visits between 7 am and 10 pm. The right to visit in no way confers the right to accommodation or lodging. Occupants will be held responsible for the behaviour of their visitors and for any nuisance or damage they may cause. At any time, staff may carry out checks to ensure resident status.

Art. 16: Communal equipment in the Residence is provided for residents' use. Authorisation for use must be obtained from the Director of the Residence, who will decide upon conditions of use after consulting the Residence Committee.

Art. 17: A Residence Committee is set up in each Residence, jointly composed of CROUS administrative representatives, of residents' representatives, elected by universal direct suffrage, by proportional representation. On questions pertaining to life in the Residence, the Committee acts in an advisory capacity to the Director and also submits proposals.

V – Health

Art. 18: Any student diagnosed by a medical practitioner as suffering from a serious or contagious illness will be admitted to hospital or returned home to their families. Before being re-admitted to the Residence, they will be asked to provide a medical certificate specifying that there is nothing to prevent their return to collective living.

VI – Safety and Responsibility

Art. 19: Occupants are responsible for their rooms and for the materials and furnishings in it. It is strictly forbidden to alter or modify the contents of the room in any way whatsoever, in particular the furniture and the bedding, which must not be removed from the room.

Students are required to take out civil liability insurance cover. The CROUS cannot be held responsible for any thefts or incidents occurring in the Residence. Occupants will be held liable both by other residents and by the CROUS for any damage they may cause.

The cost of replacing any goods damaged or lost (especially keys) will be payable by the student. It is forbidden to reproduce keys or to entrust them to anyone whomsoever.

Art. 20: It is forbidden to use any additional equipment which has not been installed by the CROUS. Use of such equipment in contravention of this Article, will render the user liable for any damage to the room or to electrical installations within the Residence. It is strictly forbidden to prepare meals in the bedrooms.

Art. 21: All entrances must be kept free in order to allow access for emergency vehicles. Parking is only allowed within designated areas.

Landing doors and fire doors must be kept shut at all times. Fire equipment must only be used when necessary.

Windows to bedrooms and communal areas must be kept shut when no one is present.

Art. 22: All students admitted to a University Residence agree to obey the regulations set out by the CROUS Board of Directors.

VI – Discipline

Art. 23: Disciplinary procedures applicable in the Residence are set out in an Annex to these Regulations.

VII – Specific cases

Art. 24: The terms and conditions of these regulations also apply to short-stay guests (staying for periods of under a fortnight) and to persons staying during the July and August vacations (except conditions relative to admission).

VIII –Jurisdiction

Art. 25: Any dispute between the parties shall be brought before the Administrative Courts of SAINT-DENIS.

I hereby declare that I have read and agree to all the terms and conditions of these regulations and of the Annex setting out the penalties and disciplinary procedure.

Name:

Signed in:.....on the day of 2006. Student's signature:.....