

**SUFFOLK UNIVERSITY MADRID CAMPUS HOUSING  
FOR HOMESTAYS, STUDENT RESIDENCES AND SHARED  
APARTMENTS**

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***PREAMBLE***

***Art. 1.-*** Suffolk University sponsored housing is an complementary service of the university. In this university setting, 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.

**Art. 2.-** All university housing is a part of university life and therefore is governed by the present Regulations.

### **CHAPTER I.- INTERNAL REGULATIONS**

**Art. 3.-** The areas of management and economic mediation of SUMC university sponsored housing are overseen by the University Housing Department.

**Art. 4.-** 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.

**Art. 5.** Those students who remain in university sponsored housing after the end of the term or before the first day of class, shall pay the assigned cost prior to the dates of occupation. This payment shall be processed separately, by a daily calculation of the quota, as long as available housing spots exist and the petition has been communicated to the Housing Department with enough advance notification.

**Art. 6.-**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.

The withdrawal or abandonment (voluntary or motivated by partial or definitive expulsion) of University housing will give the student the right to a security deposit or payment refund, in the following terms:

-Within the 14 days prior to the date of arrival: 70% refund.

-Within the first month after the onset of the course (September in Fall and February in Spring): 50% refund.

-After the first month of the course, no refunds will be made, nor will the commitment taken on by the resident to pay Housing costs be exonerated.

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.

**Art. 7.- Residences** offer the following services:

- Individual or double rooms.
- Full bath, private or shared, sink and shower.

- Hot and cold running water.
- Central heating.
- Bath and bed linens, blankets, pillows and towels.
- Weekly laundering of sheets and towels.
- Room cleaning services.
- Meals (half-board)
- Washing, ironing and drying of personal clothing (optional)
- Living room.

**Shared apartments** offer the following services:

- Double or single rooms.
- Full bath.
- Hot and cold running water.
- Central heating.
- Weekly cleaning of common areas.
- Bath and bed linens, blankets, pillows and towels.

**Housing with families** offers the following services:

- Individual or double rooms.
- Full bath, private or shared, sink and shower.
- Hot and cold running water.
- Central heating.
- Bath and bed linens, blankets, pillows and towels.
- Weekly laundering of sheets and towels.
- Room cleaning services.
- Meals (half-board)
- Washing, ironing and drying of personal clothing (optional)

**Art. 8.- Residences** offer half-board meal plans, which include breakfast and either lunch or dinner daily. All adaptation of the normal meal plan in residences as well as any change in furniture or furnishings must be notified at the time of finalizing registration and must be expressly authorized by the Housing Department.

In families, meal plans are half-board, which includes breakfast and either lunch or dinner daily.

**Art. 9.-** If keys are lost, residents must pay for their replacement and all other necessary expenses.

## **CHAPTER II .- ADMISSION**

**Art. 10.-** Application for acceptance in residences, shared apartments or homestays is open to all Suffolk University Madrid Campus students, by way of filling out and turning in the application papers.

**Art. 11.-** The assignment of housing places is done by strict order of arrival and payment of housing fees, number of available places in each of the three housing options, and general student needs. Housing assignment is done by quarters or semesters.

**Art. 12.-** Each student must fill out the housing application form at the time of registration. Housing forms that are not correctly filled out will not be accepted.

**Art. 13.-** University authorities, after consulting the Housing Director, may decide to rescind housing permission to any student resident for disciplinary reasons. In such a case, payments made to that date will be refunded, in accordance with Art. 6.

### **CHAPTER III.- INTERNAL REGULATIONS.**

**Art. 14** The Housing Department guarantees student residents 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 have visits within the designated timetables.
- 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 **homestays**, 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.

**Art. 15.-** 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 this and all other 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.

**Art. 16** A Housing change is allowed only when justifiable reasons exist, there is available space, and when residents and the Housing Department reach an agreement.

**Art. 17.** In homes, residences and apartments, the Housing Department reserves the right to enter residents' rooms, provided that it is for reasons of hygiene, safety, due to the infraction of a housing regulation, or in the case of an emergency.

**Art. 18.** In **Residences**, it is prohibited to use stoves, heaters or microwaves in bedrooms. All such objects will be removed from the rooms if they are not allowed and/ or if they are bothersome to other residents. The use of objects that do not belong to the residences in common areas, especially stereo systems, is not permitted without express prior consent from the Housing Department.

All **shared apartments** are furnished and residents must sign the inventory of household utensils and other objects in the apartment.

Candles and all other objects that produce flames or smoke are expressly prohibited in Residences and Shared apartments, especially any electrical appliances.

Any modification of the rooms in Residences and Shared apartments must be previously approved by the Housing Department.

Animals are not permitted in bedrooms or common living areas of Residences or Shared Apartments.

Residents may use their own radios, computers, televisions, videos, and telephones. Nevertheless, the volume of these electrical appliances must be kept at a minimum during the day and especially between 11 p.m. and 9 a.m.

**Art. 19.** The students in the residencies must make their beds and leave their rooms in order and available for the cleaning services. In the cases when the resident should impair or not facilitate this service, it will be notified to the **Housing Department**.

It is forbidden to place any objects in the window sills and gutters of the rooms.

Any notification on damages or required maintenance must be filed with the Housing Department.

**Art. 20.** 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.

**Art. 21.** 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.

**Art. 22.** The Department will foster the organization of cultural, athletic and social activities. The residents are expected to participate in activities that promote the community life in Residences and Apartments.

#### **CHAPTER IV: ON RESPECT AND COMMUNITY LIFE**

**Art. 23.** The entrance of a resident to a room that is not her/his own is prohibited in Residences and in Apartments, without the authorization of the resident whose room she/he is about to enter. Visits are not allowed and neither is the presence of guests in Residences, shared Apartments and family stays. The designated resident of each room is personally responsible for any action against the established rules that takes place in that room.

**Art. 24.** Any absence that implies not spending the night in the Residence premises must be notified, in writing, by completing a form in the Housing Department or by telephone call if the resident is away from the Campus.

**Art. 25.** The facilities and services of the Residences and Apartments are at the disposal of all the residents. It will not be permitted for any one person to monopolize any of these, impeding the use to which the rest of the residents have a right. The use of all facilities and services has to be surrogated to the rights that all have to work and rest.

**Art. 26.** There are certain areas, adequately marked, in the Residences where smoking is prohibited. Smoking is forbidden in rooms and corridors of the Residences.

The TV room and the TV sets in the Residences are there for the use of all residents.

In the Apartments rooms have been designated as smoking or as non-smoking. Students must respect the choice they made at the time of their housing request.

**Art. 27.** 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.

**Art. 28.** Celebrating parties in the rooms, halls, stairways and shared spaces of Residence and University housing is absolutely forbidden.

**Art.29.** Independently of any legal action that might take place, the following are forbidden:

- Possession, consumption or traffic in drugs or any restricted substances.
- 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 personal
- Sexual harassment.
- Stealing or taking money or any object or belongings. Using other people's belongings without their permission is included in this section.

**Art. 30.** The following are absolutely forbidden:

- 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.

## **TITLE V: SANCTIONS**

### **Art. 31. Procedures for sanctions**

At the beginning of the sanctioning procedure, the student in question will receive a notification of opening the file, which will include information about the precept that has been violated and the proposed sanction. Once the confirmation of receipt has been signed, or lacking that, once notified by any measure recognized by Law, the following procedure begins.

1.- In a maximum period of 10 days from the notification of the opening the file, a hearing will be held at which the following people will be present:

- Housing Director, who will state the events, type of violation and proposed sanction.
- Student Council Representative, who will follow the process and the sanction, to be sure it follows the regulations in force and the Law, and who can, at the student's request, defend the student.
- The student accused of a violation can use any refuting proof that is pertinent (documents, witnesses). All proof should be presented during the Hearing.
- In the cases of serious and very serious infractions and in any case when the applicable sanction might be expelling the student, the Director of the University will direct the hearing and will decide the resolution of the file.

2. Authorization for resolving sanctions: These people are authorized to resolve sanctions:

- The Housing Director, in cases of minor violations.

- The University Director, in cases of serious and very serious violations, and in any cases when the sanction might be the student's dismissal from the University.

3. Appeals: The resolution that is decided can be appealed within a period of five working days. The appeal will be resolved within a period of five days, by the Director, if the resolution was made by a lower body and if the resolution was dictated by the Academic Standing Committee.

**Art. 32. Very serious violations:**

- a). The possession, consumption, or trafficking of any type of drug or illicit substance.
- b). The possession of any type of firearm.
- c). The use of physical violence towards other people, when the victim requires more than one medical visit.
- d). Sexual harrassment.
- e). Theft of money or any other object or belongings.
- f). The committing of any felony.
- g). The opposition or systematic resistance to existing regulations in University housing.

Sanctions. These conducts shall be sanctioned according to the concurrent circumstances, such as extenuating circumstances and possible repeat offenders, with the following sanctions:

- Expulsion from the university, either temporary or definitive
- Expulsion from University sponsored housing.
- Notification of parents or guardians (accessory sanction)

**Art. 33. Serious violations:**

- a) The introduction or consumption of alcoholic beverages or inebriated states.
- b) Offend, verbally or in written form, of any classmate or administrative personnel or other Suffolk University staff.
- c) Irresponsible conduct that leads to academic failure or a worsening in the conditions of community life.
- d) Hazing.
- e) The use of other people's belongings without express owner's permission.

- f) Resistance to accept University sanctionary decisions.
- g) The use of physical violence towards other people, when the victim does not require more than one medical visit.

Sanctions. The above mentioned conducts shall result in the application of the following sanctions, in concordance with circumstantial evidence and other extenuating factors, such as repeat offenders, and will result in the following sanctions:

- Loss of privileges / rights
- Restitution / compensation
- Fines
- Temporary expulsion

**Art. 34. Minor violations:**

- a) All initiatives that tend to create insubordination, lack of discipline, discord or division amongst the residents.
- b) Non civic behaviours, unworthy of a university student and which lead to a deterioration of the University's image.
- c) Lack of respect for the Basic rules of community life (musical appliances – see Housing Contract)
- d) Receive visits
- e) The use of clothing or materials that offend public decency, as well as crude or coarse behaviour.
- f) Smoking in areas not specifically designated for that purpose.

Sanctions- These conducts shall receive the following sanctions, according to the circumstances, which could be extenuating, such as the case of repeat offenders:

- Written warning
- Community service work

**Art. 35. Repeated offenses**

- Committing two violations in the same group can lead to a sanction in the next group up the scale.
- Committing three violations in the same group can lead to a sanction two groups up the scale ie:three minor infractions equals one very serious violation.

**FINAL DISPOSITIONS**

**Art. 37.** Accepting a place in the Residences or 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.

**Art. 38.** Any changes in the present Regulations correspond to the University Director.