

## **Regulations on the Administration of the Hostel for Foreign Students on Campus**

In order to provide a nice and comfortable environment to foreign students on campus, the Center has laid down the “Regulations on the Administration of the Hostel for Foreign Students on Campus” for all of them to observe. Penalties, such as a notice of warning, an order of a fine and even an order of expulsion, would be imposed on a case of violation of the regulations.

### **Housing Application and Assignment**

1. As a housing applicant, you should present your completed application form together with your admission notice and your valid passport or any other identification card to the Housing Office.
2. You should take the room assigned to you by the Housing Office. You are not allowed to move to any other room without permission.
3. In case your roommate moves out of your room, the Housing Office will find you a new roommate with your personal nationality and habits taken into proper consideration.
4. The room and facilities shall be shared with your roommates, and no long-term impropriation is allowed without permission.

### **Housing Payment**

1. You should make a deposit of 2000RMB when you check in, which will be refunded to you against the receipt when you check out. If you lost the deposit receipt, please go to the office of the School of International Education to deal with it.
2. You may pay the rent in RMB for your room on the 1<sup>st</sup> - the 5<sup>th</sup> every other month. Your delay will cost you 5% of the rent you owe. And a delay of more than five days will cause an order of check-out.
3. Pay excess water and natural gas fee monthly. All arrearages shall be cleared up before you check out. If two persons share a room, all fees shall be apportioned according to negotiation.
4. **For midway check-out for private reasons before the end of the semester, if you don't live in the school dorm for three months, you have to double pay from the day you check in. And residence exceeding three months will be charged according to the price standard for long-term study, plus five days' residence fees.**
5. Residents for a short stay should make a deposit when s/he moves in, and the housing office will charge the rent upon the receipt of the deposit when s/he checks out.
6. Those not accommodating in the apartment for over 20 days (20 days included) during the summer and winter vacations shall submit the keys of the room and pay relative fees for custodial service, provided that they want to reserve the room; for less than 20days, charges shall follow normal standards. Fees for custodial service is : Huide Apartment 25

yuan/bed/day, Huicai Apartment Cell Room 25yuan/bed/day, Room in Huicai Apartment Tube-shaped Building 15yuan/bed/day, and Huibin Apartment 15yuan/bed/day.

- 1) On the day for custodial service, residents shall sort and count all private belongings, fill in the registration form and sign the form after mutual confirmation.
- 2) Since the day for custodial service, residents shall leave no private precious articles (cash, jewelry, portable computer, digital camera, etc.) in the room, and the apartment will take no responsibilities if lost of these articles occurs.
- 3) Before the day for custodial service, each resident of the chummage room shall keep personal belongings, mark them and sign relative forms after mutual confirmation.
- 4) Before the day for custodial service, if only one resident need custodial service, he/she shall make appointment with both the personnel of the apartment and his/her roommate for article sorting and package. Belongings shall be put under custodial service after the three parties confirm and sign relative forms.
- 5) When the custodial service expires, please go to the service desk (receptionist) to transact room confirmation procedures, sort and count articles under safekeeping together with the personnel of the apartment, and sign relative form after mutual confirmation for inerrability.
- 6) Since the day for custodial service, residents shall pay off all safekeeping fees, and compensate for any loss or damage of articles equipped in the room according to the prices marked in the Service Guide. When liabilities cannot be cognized, two residents shall take a share in relative compensation.
7. In case that the equipped objects are lost or damaged, you should compensate for them according to the service guidebook. When the responsibility can't be deemed, both parties should halve the concerned expenses.

### **Housing Disciplines**

1. You should observe all the Chinese laws and regulations closely and refrain yourself from any illegal activities in the hostel.
2. You are not allowed to keep any inflammables or explosives or set off any firecrackers or fireworks in the hostel.
3. You are not allowed to extend the electric wire or use any of your home appliances, such as an electric stove, a washing machine, etc., in your room.
4. You should not smoke in bed or litter any cig-end anywhere in the hostel.
5. You should take good care of all the facilities or equipment in your room or any other place in the hostel. In case you find anything wrong with them, you may call the Housing Office in time instead of trying your own best to put them in order.
6. You should not move any of the furniture around in your room. In case of any damage you should pay for it.
7. You are not allowed to make your foot prints, draw any pictures or put up any ads on the walls in your room.
8. You should not keep your personal belongings in the corridor or any other place in the

hostel.

9. You should not hang up anything outside of the window or litter any garbage out of the window.
10. You are not allowed to keep your pets in the hostel.

### **Housing Security**

1. Everyone should stand on guard against fire. Those who have caused the outbreak of a fire should be held responsible for all the damages or even brought before the court.
2. Everyone should also be on guard against theft. You are advised to lock the door before you leave your room and have your valuables deposited in the checkroom. In case you have lost your key, you should go and get your new key at the front counter without any delay and pay the charge.
3. The gate of the hostel closes at 23:00 from Monday to Friday, but it stays open till 24:00 on weekends and holidays. The timetable of the hostel is for all the residents to observe.
4. You should show your room card to the guard at the gate if he asks you to do so. Your visitors should go to the front counter to fill in the registration form. Proper dress is to be expected in the hostel.
5. You should not let your visitors use your room for the night. In case of any necessity, s/he may go to the front counter for check in.
6. You should save electricity by turning off all the electric facilities before you leave your room. You should pay for the charge on the over-quota of electricity, as the quota is limited to 80-100 kilowatts-hour for each and every room.
7. You should turn off the tap tight so as to save running water.
8. Everyone should have a strong sense of quiet hour so as not to have anyone else disturbed in their rest or work.
9. You should check out or register at the front counter upon your departure for home or for a trip to some other places, and the key to your room should be turned in to the Housing Office.
10. You are expected to co-operate with all the working staff. In case you have violated any of the regulations and received a notice of penalty, you should go to the Housing Office within 48 hours to pay the penalty.

### **Notice of accommodation**

1. There is one washhouse in Room 009, basement of Huibin(6#)Building and another in Huide Building (beside the information desk), where all coin washing machines are for self-service. Coins shall be bought at the front counter(RMB 4yuan) and washhouses are open 08:00-11:30AM and 13:30-21: 00PM.
2. Beddings (bed sheet, quilt cover and pillowslip) can be changed twice a month for free. You should take your beddings to the storeroom for change by yourself. There is a storeroom in Room 001, basement of Huide Building (beside the information desk).

Storeroom is open 15:00-17:00PM on Friday.

3. It is forbidden to scabble and make graffiti, put nails, and stick stuffs on walls. Disobediences will be punished.
4. It is forbidden to light fire and use high-power electric appliances.
5. The telephone in your room is for 201 line. You can use 201 card to call out.
6. When you decide to check out, you need to an “Application Form for Check-out” and get signature from Office 101 of Huibin(6#)Building. No application is allowed without signature, and a copy of residence certificate for off-campus living is needed if you move out of campus.
7. Visitors shall register and leave certificate at the front counter. Visiting time: 08:00-22:00.
8. Service number:

Service desk (Huibin Building)	64492324
Service desk (Huide Building)	64493415
Department of Students’ Affairs	64495776
Visa Application	64495563
Admissions Office	64492329
Department of Academic Affairs	64493419