

RULES AND REGULATIONS FOR STUDENT RESIDENCES, RESIDENTIAL COLLEGES AND PRINCE GEORGE'S PARK HOUSE

1 RULES AND REGULATIONS

- 1.1 "The Resident" refers to the registered occupants of Student Residences (Prince George's Park Residences, UTown Residence), Residential Colleges and Prince George's Park House (PGP House).
- 1.2 The Resident shall comply with all applicable statutes, regulations, rules, procedures, directions, policies, guidelines, codes of conduct and notices (as may be amended or prescribed from time to time).
- 1.3 The Resident is responsible for his or her registered occupant's (where applicable) and visitor's full compliance and observance of these Rules and Regulations. Any breach of these Rules and Regulations by the registered occupants or visitors shall be deemed to be a breach by the Resident.
- 1.4 The Resident shall be responsible for accessing, reading, understanding and updating himself or herself of the Rules and Regulations prevailing from time to time.

2 CONDUCT

- 2.1 The Resident is expected at all times to conduct himself/herself with due propriety, responsibility and good sense. The use of profanity or vulgarities, written or spoken, is not considered proper conduct.
- 2.2 "Quiet Hours" shall be observed between 11.00pm and 7.00am during which the Resident shall avoid making any excessive or loud sounds or noises which may annoy or disturb the other residents. "Quiet Hours" shall be in effect 24 hours during the Reading Week and final examination periods of the University's Academic Calendar.
- 2.3 If the Resident is locked out of his/her Accommodation, the Resident shall seek assistance from OHS during office hours (see Appendix A for applicable fees). The Resident may approach Resident Assistant/ Student Assistant/ Fire Command Centre (FCC) (where applicable) for any lock-out incident after office hours. Applicable fee per lock-out occasion will be imposed on respective resident as listed in Appendix A of this document. In the event the service of a locksmith / specialist is required, the Resident shall bear the costs incurred.

3 THEFT OR LOSS OF PERSONAL BELONGINGS

- 3.1 The Resident shall exercise responsibility in attending to and the safeguarding of all personal belongings. Leaving personal belongings like laptops, valuables, textbooks, notes, food unattended even for short period of time, may invite unnecessary petty thefts or create unnecessary misplacement or losses. The University will not be responsible for any personal loss of items.
- 3.2 Reports of thefts or loss of personal belongings made to OHS will be handed over to the Office of Campus Security (OCS) or Police for investigation and further action.

4 USE OF ELECTRICAL APPLIANCES

- 4.1 For fire safety reasons, electrical immersion heaters, cooking apparatus or any high electrical consumption are not permitted to be used or charged unattended in the Accommodation.
- 4.2 All personal electronic devices like laptops must be charged using Singapore certified standard sockets, adaptors etc. The Resident may be held liable for any power outage or situations relating to the usage of non-certified sockets / adaptors etc.

5 HOUSEKEEPING SERVICES

- 5.1 Housekeeping services are provided once just before the Resident moves in. The Resident shall be responsible for the routine upkeep of the Accommodation.
- 5.2 Housekeeping services will only be extended to common areas of residences. For UTown, housekeeping services will also be extended to common areas (living room, kitchen and toilet) of 4-Bedroom Apartments and 6-Bedroom Apartments based on stipulated schedules.

6 DENGUE PREVENTION

- 6.1 For Dengue Prevention purposes, the Resident must prevent the breeding of its carrier, the Aedes mosquitoes. Aedes mosquitoes are identified by the black and white stripes on their bodies. The Resident can get rid of the Aedes mosquito by frequently checking and removing stagnant water in the Accommodation.
- 6.2 Any fine / penalty issued by NEA for breeding grounds found within the Accommodation (rooms / apartments) shall be borne by the Resident(s).

7 SAFETY & SECURITY

- 7.1 For security and safety, the Resident shall lock the door and windows whenever he or she leaves the Accommodation.
- 7.2 The Resident shall not use any equipment which obstructs or cause overloading on any system or plant serving the Accommodation or any other part of the Building. This includes the water, electrical or gas supply to the Accommodation.
- 7.3 The Resident shall not allow or do anything in the Accommodation which may overload the floors, walls or roofs. This should also refer to furniture and all other equipment provided in the housing unit.
- 7.4 The Resident shall clear away all his/her belongings from the Accommodation after the authorized period of stay has expired or ceased. The University may dispose of such belongings and the Resident shall be responsible for any costs incurred.
- 7.5 For hygiene safety purposes, resident shall clear any unwanted / expired food or consumable items kept in the refrigerator provided in the common pantry regularly. The University may dispose of such items as deemed appropriate.

7.6 Personal Mobility Devices (PMDs) shall not be left charging unattended at all times.

8 VISITING HOURS

8.1 The visiting hours are strictly from 7:00am to 11:00pm daily.

9 CARPARK

9.1 The Resident shall park only at the designated carpark lot determined by the University's Office of Campus Amenities ("OCA").

9.2 The Resident shall consult OCA on any carpark issues.

10 MOVING IN / MOVING OUT PROCEDURES

10.1 The Resident is required to complete the University's prescribed Inventory Checklist personally upon moving into his/her Accommodation. The Resident must report to the Management Office on any defects spotted, if any, and return the inventory form to the Management Office within one (1) working day of checking in to the Accommodation.

10.2 In instances when the Resident fails to sign and return the Inventory Checklist, the Resident will be deemed to have agreed that the Accommodation and the Contents as listed in the form are in good working order and/or condition and will be responsible for any shortfall in the Inventory Checklist or damage to the Accommodation or the Contents after the check-in.

10.3 The University will not entertain request for removal of any furniture provided in the Apartment.

10.4 Before moving out, the Resident shall arrange for a pre move-out inventory check with the Management Office. This inventory check should be conducted at least three (3) working days before the actual date of vacating the Accommodation.

10.5 To facilitate prompt inventory checking out procedures, the Resident shall ensure the following are completed before vacating the Accommodation:

- (a) All personal possessions (including posters) / appliances are removed and the Accommodation is cleaned & tidied. The University shall not be liable for the loss of or damage to any personal effects of the Resident left behind in the Accommodation after the keys / transponders / access cards are returned to OHS.
- (b) The Resident shall return all issued transponder, access cards, residence access keys (where applicable), cabinet keys (if any), key tag (if any) and mailbox key (if any) personally to the Management Office upon check-out.
- (c) The Resident shall check out of the Accommodation by 12noon on the last day of the stipulated period of stay unless approval to extend his/her stay has been obtained.

- (d) Over stayers are liable for additional administrative charges plus room charges for the number of days overstayed.

11 VACATION STAY

- 11.1 If the Resident wishes to stay on in the University Residence during University Vacations, he/she must submit his/her application by the stipulated deadlines as may be announced by the University Residence. Applications submitted after the closing date will incur a late application fee.
- 11.2 Vacation accommodation is subject to availability.
- 11.3 The Resident may be allocated different rooms from his/her current room or apartment if the application is approved.
- 11.4 The Resident who overstays without registering any formal applications will also be subject to an additional administrative charges plus the room charges for the number of days overstayed. The Resident may also need to be relocated if necessary. Further disciplinary action(s) may be warranted should the Resident persist in uncooperative behaviours.
- 11.5 The Resident who wishes to cancel or shorten his/her approved vacation stay will be charged an administrative fee.

12 SCHEDULE OF COSTS

- 12.1 The Schedule of Costs that the University may impose on the Resident is attached (refer to Appendix A).

THESE RULES AND REGULATIONS ARE NOT EXHAUSTIVE AND MAY BE REVISED, AMENDED AND ADDED ON TO AS AND WHEN DEEM NECESSARY BY THE UNIVERSITY. ANY CHANGE TO THESE RULES AND REGULATIONS WILL BE POSTED ON OHS WEBSITE AND SHALL BE DEEMED TO HAVE BEEN BROUGHT TO THE NOTICE OF ALL RESIDENTS ON THE DATE OF SUCH POSTING.

Appendix A - Schedule of Costs for Housing Related Matters

The Schedule of Costs is to be read in conjunction with the Housing Agreement and Rules and Regulations.

S/N	Offences / Housing Related Matter	Fees Involved
1.	Vandalism to facilities.	Replacement cost for any damage / loss incurred.
2.	Unauthorised duplication of key/ transponder key/ access card.	Replacement cost for any damage / loss incurred.
3.	Unauthorized removal of common furniture / electric appliances. (Possession of common furniture / electric appliances constitutes an act of misappropriation).	Replacement cost for any damage / loss incurred.
4.	Refrigerator / portable air-conditioning / air cooler found in the room without proper authorization.	Administrative fee & utility charges applicable.
5.	Do-It-Yourself (DIY) wiring and operating other electrical set ups or appliances that do not form part of the provision or inventory e.g. cooking equipment and personal washing machines etc.	<ul style="list-style-type: none"> • Replacement cost for any damage / loss incurred. • Removal cost and utility cost incurred.
6.	Failure to upkeep cleanliness in kitchen / common areas. (Including appliances e.g. refrigerator, hotplate, microwave oven, electric oven etc.).	Replacement cost for any damage / cleaning fee incurred.
7.	Failure to upkeep cleanliness in the accommodation and the furniture provided in the accommodation.	Replacement cost for any damage / cleaning fee incurred.
8.	Placing personal items e.g. shoes, slippers, mats, racks, clothing etc. along corridors and on staircases. (These items may pose as a fire hazard or tripping hazard that will impede the evacuation of Residents in an emergency).	These items will be disposed by the cleaning staff. OHS will not be responsible for any losses.

S/N	Offences / Housing Related Matter	Fees Involved
9.	Setting of fire. Use of candle or any type of open-flame in the room / residence (e.g. incense sticks, sparklers etc.)	Replacement cost for any damage / cleaning fee incurred.
10.	Using and obstructing accommodation especially all common areas of the apartment/building as illegal storehouse for transshipment arrangements etc.	Clearing / cleaning fee incurred.
11.	Lockouts	<p>No admin fee imposed for the first 2 weeks of the semester and for first time lock-out.</p> <p>Fees for second or subsequent lock-outs from Week 3 of Semesters 1 and 2 onwards are as follows:</p> <p>For second and subsequent requests, the following admin fees will incur,</p> <ul style="list-style-type: none"> • \$5.00 per lockout, GST inclusive for lockouts <u>during</u> office hours. • \$10.00 per lockout, GST inclusive for lockouts <u>after</u> office hours.
12.	<p>Loss of or damage to transponder, access card, and keys</p> <p>(where applicable)</p>	<ul style="list-style-type: none"> • \$10.00 per replacement of mechanical key type, e.g. letterbox key, cabinet key, wardrobe key or equivalent, GST inclusive. • \$25.00 per replacement of access card, GST inclusive. • \$40.00 per replacement of transponder, GST inclusive. • \$60.00 per replacement of mechanical lockset (in cases of where security of the room may be compromised, GST inclusive.
13.	Failure to return transponder, access card, residence keys personally to Management office upon check out	Replacement cost for any damage / loss incurred.
14.	Room Change / Room Swap within Hostel	Admin charge of \$21.40 per change (subjected to Hostel Management Office's approval).
15.	Inter-hostel Transfer	Fees where applicable (subjected to Hostel Management Office's approval).