



Policy Title:	AUM HOUSING POLICY
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Effective Date:	21/06/2024
Responsible Office	Director, Student Affairs
Responsible Executive(s)	Office of Student Affairs, Student Conduct Committee

## **AUM HOUSING POLICY**

### **Scope:**

Students are wholly responsible for understanding and adhering to all Housing policy and procedures and the Student Code of Conduct. For further information kindly see here; [Housing | AUM Malta](#). Violation of any of these policies or procedures may result in disciplinary action and or eviction from the University residence.

### **Objectives:**

#### **1. Eligibility**

To be eligible to reside at the AUM student residence, a student must be of good standing both academically and non-academically and have paid their housing fee in advance prior to the academic year starting. For further information kindly see here, [Housing | AUM Malta](#).

#### **2. Occupancy Period**

The student may occupy the assigned room during the period listed in their rental agreement only. The occupancy period may be subject to change by the University based on unforeseen alterations in the academic year calendar or for other reasons such as, without limitation by example, essential maintenance.

**Any student who is still enrolled in the university but leaves the residence halls during the contract period without a release from their rental agreement, will continue to be liable for the charges for the full contract period.**

#### **Early Arrivals**

Written requests to arrive before the occupancy date for the Semester are at the sole discretion of the Office of Student Affairs. Requests must be submitted in writing thirty days beforehand via email to [studentaffairs@aum.edu.mt](mailto:studentaffairs@aum.edu.mt). Kindly note that if approved the room charge for an early arrival is set at 50.00 Euro per day and subject to availability and not guaranteed.

#### **Late Arrivals**

If the student's planned arrival date is later than the first day of classes, the student must notify the OSA at least thirty days beforehand via email to [studentaffairs@aum.edu.mt](mailto:studentaffairs@aum.edu.mt).

### **Late Departures**

Written requests to leave after the occupancy date for the rental period will be granted at the sole discretion of the Housing Committee once approved by the finance department and the student pays for the added days in advance.

### **3. Payment**

The student agrees to pay in advance the Housing fee to the Institution. The student shall pay for all room charges, including damages if relevant for the entire period of their rental contract. For further information in relation to Housing terms and conditions kindly see here, [Housing | AUM Malta](#)

### **Cancellations for Newly Admitted Students**

A student contracted to university housing accepts and is committed to paying for said housing for the entire contract period except for the eight reasons as stipulated in the condensed version of the housing cancellation policy which students sign at check-in.

### **Withdrawal, Separation or Leave of Absence**

After the first day of classes, students who withdraw are ineligible to register or take a leave of absence before the end of the agreement period and will not be entitled to a refund of their housing fee.

a) the daily rate computed to the date of checkout or checkout in absentia by a finance department official.

Or

b) the full semester charge if checkout in absentia occurs.

Residents must vacate the residence halls within 48 hours of receiving notification of their status change from the Office of Student Affairs. Residents who appeal their eviction may be eligible to remain in housing pending the outcome of the appeal but will pay the room charges during this period.

### **4. Repossession by the University**

The University reserves the right to repossess student rooms and residence hall facilities in case of an emergency, as defined by the University.

### **5. Liability**

In case of damage by fire, water, steam or other agents that render a room wholly unfit for occupancy, the University reserves the right to reassign the student to alternate University housing accommodations. If alternate quarters are not available, the housing agreement may be ended.

The University shall not be liable, directly or indirectly, for loss of or damage to any article of personal property anywhere on the premises caused by fire, water, steam, insufficient heat, the elements, or actions of third persons.

Individual property of students is not covered by university insurance. Students should carry their own insurance protection against loss, theft or damage to their individual property.

### **6. Renovations and Maintenance Projects**

It is sometimes necessary to undertake residence hall refurbishing and renovation projects while students are in residence. The continued use of facilities during this type of construction period is needed. In some instances, building or room reassignment may be needed.

## **7. Remaining Occupants of Rooms Where Vacancies Occur**

When vacancies occur, the University reserves the right to show rooms and assign new occupants to fill those vacancies and or to move residents to ensure each room is fully occupied. To accommodate a potential new roommate, the resident is to always keep the room clean and tidy and ready for occupancy and to not hinder housing staff in any way.

## **8. Check-In Requirements**

The student must check in as per instructions from the Office of Student Affairs (OSA). At that time, building and room access will be arranged by the OSA. Students must also review and sign the room condition report at check-in. This form is the basis for assessment of any damage or loss attributable to the resident at the termination of the occupancy period. Failure to review and sign the form by the designated deadline will result in the student assuming responsibility for all damages in the room without recourse.

## **9. Checkout Requirements**

At the termination of the occupancy period, the student must complete the room condition report and checkout procedure with a member of the OSA. A student checkout consists of

- a) removal of personal belongings and refuse so the room is as clean as it was at the time of check-in.
- b) scheduling in advance and keeping a checkout appointment with a housing staff member.
- c) reviewing the room condition as recorded on the room condition checkout report.
- d) returning all keys/key cards for the room, suite, or building to the staff member. ***Express checkout, when available, allows a student to drop off key/key card and waive his/her rights to appeal any damage charges. The room condition report will be completed in his/her absence.***
- e) completing the housing deposit refund request form during the checkout process.

Failure to complete the proper checkout procedure may result in a checkout fee of **100.00 Euro** and delay the return of the housing security deposit to the student.

## **10. Room Changes**

Students may request a room change after the official no-show date for each semester. During the rest of the semester, students may move only after receiving written approval from the Office of Student Affairs. Students that do not complete a room change (by checking out of the current room) within three days of its initiation will be charged the daily rate for both rooms for the entire duration of the change. Please note, as housing is on a first come first served basis room changes may not be possible.

## **11. Responsibilities for Room Use**

Each residence hall bedroom has a bed, desk, chair, drawers and closet space, and ensuite bathroom and free Wi-Fi. Students must provide their own linens, including bed sheets, mattress protectors, pillows and blankets. Students may not move University furnishings around the room and or from one room to another. Smoking and or vaping are not permitted inside the bedroom or residence in general. It is the responsibility of residents to secure all keys/key cards and AUM ID cards. The transfer of an ID and/or keys/key card to another individual is prohibited.

The Office of Student Affairs Housing department recognizes students' right to privacy in their assigned room. However, authorized University officials may spot check a room without notification if a student is under caution for earlier breaches of their rental agreement and or

enter a student's room for inspection or maintenance after reasonable notice (48hrs) or in the case of emergency. Staff members must identify themselves prior to entering a room.

Residents are wholly responsible for room cleaning, regular waste removal and maintaining satisfactory sanitation and life safety standards as determined by Housing. Cleaning staff clean the lounge, suite/apartment communal areas, corridors in each residence hall. These communal areas are also inspected on a regular basis by OSA staff to identify routine maintenance concerns, but student residents are wholly responsible for the cleaning of their cooking utensils and for cleaning up the kitchenette after usage.

## **12. Damage, Loss or Excessive Cleaning**

Students are wholly liable and responsible for all damage, excessive cleaning charges and to room furnishings and for any other damage they cause to any part of the residence halls.

### **Dispute Charges**

Students will be able to dispute damage or cleaning charges on their account through the office of student affairs by completing the relevant dispute charges appeal form.

## **13. Air Conditioners**

Installation and use of non-University supplied air conditioning equipment is prohibited.

**14. How do I Apply for Housing** Students can apply for Housing by completing a housing request form which can be downloaded from here; [Housing | AUM Malta](#) or contact the Office of Student Affairs via email on [studentaffairs@aum.edu.mt](mailto:studentaffairs@aum.edu.mt) or drop by in person to level 2 room 206 at the University.

**15. Residents Conduct** All residents are bound by the AUM Student Code of Conduct which can be viewed on page 18 of the AUM Student Handbook. A copy of which can be downloaded from here, [Office of Student Affairs | AUM Malta](#).

It is crucial for students residing in university housing to maintain proper conduct, keep their living spaces clean and organized, and exhibit respect and courtesy towards fellow residents and staff to foster a positive and harmonious community. A well-behaved and considerate student body ensures a safe and welcoming environment conducive to academic success and personal growth.

Clean and tidy rooms not only contribute to the overall aesthetic and hygiene of the residence but also reduce health risks and create a comfortable living space for everyone. Moreover, mutual respect and courteous interactions build a supportive and inclusive atmosphere, enhancing the quality of life and sense of belonging within the University community.

Last reviewed by the Director of Student Affairs June 2024.