



ŁÓDŹ ACADEMY OF INTERNATIONAL STUDIES

STUDENT HOSTEL RULES AND REGULATIONS FOR RESIDENTS

I. General provisions

§1

1. Student Hostel at Lodz Academy of International Studies is the place of living, education and relaxation of students.
2. Rules and regulations of Student Hostel define general rules of its functioning as well as rights and duties of its residents.
3. The Student Hostel Administration Office (managed by the Director) is responsible for issues of administration and living at Student Hostel.
4. All residents of Student Hostel are obliged to respect these rules and regulations and are requested to respect the rights of others and be accountable for their actions.

II. Assignment of a place

§2

1. A place at Student Hostel can be assigned to a candidate for a student or a student who has fulfilled the criteria regarding accommodation and paid the fees.
2. Before a candidate for a student or a student is provided with accommodation, he / she :
 - a. is introduced to the Student Hostel Rules and Regulations as well as fire, health and safety regulations and is obliged to observe them ;
 - b. signs an agreement;
3. The person who has complied with the requirements indicated in para 1 and 3 is hereafter called a resident.
4. The obtaining and passing of the room and its equipment are stated in an official record.
5. Residents are responsible for the equipment and furnishings according to the Inventory Sheet of a room.
6. Residents accept individual responsibility for all damages and lacks in the equipment and furnishings of the room. In the case of the lack of possibility to establish the offender, they are equally responsible for the damages unless they prove that the damages have been caused by criminal action or circumstances outside their control.

§ 3

1. Residents are obliged to pay the first monthly rent, as well as the deposit, before checking in. The amount of the deposit is stated in the Dorm Registration Contract.
2. The deposit is a form of warranty for liability of WSSM for any loss of or damage to property caused by the resident, as well as for the resident's arrears with the rent along with late fees.
3. The deposit is returned to the resident in cash at the cash desk or transferred to the resident's bank account within fourteen days after checking out, unless there are financial claims that WSSM can settle from it.
4. The amount of the deposit may be reduced by the cost of removing damage caused by the resident and the cost of the resident's arrears.
5. On the resident's request the deposit may be retained and transferred to the next academic year.

§ 4

1. Residents may change the room furnishings only with Dorm Manager's consent.
2. Room decoration and any improvements must be performed in such a way as to prevent damage and enable the possibility of restoring the room to its previous state before the resident checks out.
3. Residents must provide their own linen.
4. Residents are entitled to change rooms only with Dorm Manager's consent.
5. The change referred to in § 4.4 is only possible after the written request is submitted to Dorm Manager.
6. When changing rooms the rules referring checking in apply (a room transferring protocol).

III. CHECKING OUT

§ 5

1. Residents lose entitlement of staying in the Dorm in case of:
 - a. dissolving or terminating the contract of residence in the Dorm
 - b. expulsion from the Dorm
 - c. losing the status of the student of WSSM
 - d. being more than 2 months in arrears of rent
2. In cases referred to in 1a and 1b the resident is required to leave the Dorm on the day the circumstance occurs, while in cases referred to in 1c and 1d the resident is required to leave the Dorm within 7 days from the occurrence of the circumstance.
3. Checking out does not exempt from the duty to pay the arrears and accounting for room furnishings and equipment.
4. Residents wishing to prolong their stay beyond the check out date are required to pay the rent for each additional day, as stated in the price list.
5. The term of residence (together with rent requirement) terminates on the day of signing the room transferring protocol by the resident.

IV. RIGHTS OF RESIDENTS

§ 6

1. The resident has the right to:
 - a. submit projects and proposals concerning the improvements of residents' living conditions
 - b. use all rooms and facilities in the Students' Hostel designated for general usage according to rules established by the Hostel Manager
 - c. appeal against the decisions undertaken by the Hostel Manager to Academy authorities in a proper course within 14 days of announcement on Student Hostel premises.

V. DUTIES OF STUDENT HOSTEL RESIDENTS

§ 7

1. The resident of SH is obliged to:
 - a. obey accommodation and withdrawal principles binding in SH
 - b. obey safety and fire principles
 - c. obey Student Hostel's Residents regulations and submit to Manager's orders issued with its competence
 - d. obey absolute quiet hours from 23.00 - 6.00
 - e. obey safety regulations in terms of their personal belongings on SH premises (closing doors and not leaving valuable belongings unattended)
 - f. pay the fees connected with Student Hostel accommodation in advance - to 10th each month
 - g. keep the room clean and tidy, respect all public properties, facilities and equipment of SH, and also take good care of tidiness in general usage of the room of SH - there is a possibility of hiring a cleaner if asked by residents (10zł)
 - h. report any noticed technical failures to SH administration
 - i. cover losses for any damage and defects in the equipment
 - j. residents of room located on the ground floor are obliged to draw blinds at night. In case of window damage at not-drawn blind the costs of repair are covered by residents of the room.
 - k. return all equipment, pay the hostel fees and leave the room in order at withdrawal
 - l. observe the prohibition of:

- inviting non-residents overnight
 - organizing and participating in gambling
 - keeping pets
 - using household appliances outside assigned rooms
 - eating outside assigned rooms
 - smoking on SH premises (in case of violation - disciplinary termination of hi/her hostel residence)
 - Possession and consumption of alcohol and drugs are strictly prohibited at the Student Hostel.
2. All Student Hostel residents are required to leave their room keys at the reception on leaving the SH.

VI. Visits at the Student Hostel

§ 8

1. Residents are allowed to receive guests in their rooms according to Student Hostel rules and regulations .
2. Residents are obliged to act against the misbehavior of their guests which may result in damage of the hostel equipment or breach of the peace.
3. Residents are financially and personally responsible for all damages caused by their guests.
4. Guests may be received, after previous consent of all coresidents, from 8 a.m. until 10 p.m.
5. Persons suspected of being under the influence of alcohol , drugs or other similar stupefaciants are prohibited to enter the Student Hostel at all times.
6. The Student Hostel Administration Director has the right to be previously informed of the guests visits or to register them.
7. The Student Hostel Administration Director may cancel visits temporarily.

VII. The Student Hostel Administration Director

§ 9

1. The SH Administration Director is authorized to :
 - a. issue internal rules and regulations,
 - b. enter residents rooms on official reasons, while the absence of the residents, the SH Administration Director or people authorized by him may enter the room corporately. Such entries must have an official note done.
 - c. table a motion for rewards for the residents or to lodge a complaint for not complying with the rules and regulations resulting with the relegation of the resident.
 - d. table a motion to Disciplinary Commission in case of misbehavior of the residents.

VIII. Final Provisions

§ 10

1. All residents must comply with the rules and regulations of the Student Hostel.
2. All residents are required to read the rules and regulations and confirm them with personal signature on the document.

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