



USJ Student Residence Rules and Regulations

RULES AND REGULATIONS

ARTICLE 1

SCOPE

1. These rules and regulations apply to all tenants (hereafter 'tenants') of the University of Saint Joseph (USJ) student residences.
2. Tenants must comply with the USJ Rules and Regulations.

ARTICLE 2

REQUESTING ACCOMMODATION AT USJ STUDENT RESIDENCES

1. International and other students accepted and/or presently studying in USJ are eligible to request/apply for accommodation in USJ student residences, and assigned on first come first served basis.
2. USJ tenants must live in their assigned room and are not allowed to switch rooms without prior approval.
3. USJ tenants must apply for residence accommodation in accordance with the relevant rules and regulations. The processing and approval priorities are as follows:
 - a) International students in their first year of study in graduate programmes, undergraduate programmes and pre-university programmes at USJ.
International students from higher education institutions who have signed student exchange agreements with USJ.
 - b) USJ students who are holders of a Macao Identification Card but have no residency in Macao.
 - c) Other non-local students in undergraduate programmes at USJ.
 - d) Other non-local students in postgraduate programmes at USJ.
 - e) Other local students in undergraduate programmes at USJ.
 - f) Non-local students enrolled in USJ short-term courses.
 - g) Local students in postgraduate programmes at USJ.
 - h) Students from other academic institutions decided on a case-by-case basis.
4. The USJ management officials are responsible for approving the above-mentioned applications for residence accommodation.

ARTICLE 3
STUDENT RESIDENCE FEES

1. All USJ Student Residences fees are set out in a separate schedule of fees, which may undergo periodic changes.
2. Tenants of student residences (hereinafter 'tenants') must pay the residence rental fee and other required fees prior to the relevant payment deadlines in agreement with the Accounting Office. If the rental payment is more than 8 days late, the following actions will be taken:
 - I. **A first written** warning will be issued to the tenant when the rent is one month in arrears. Until outstanding rent is settled, all university services will be suspended, including announcement of grades, issuance of transcripts or diplomas, and access to MyUSJ will be blocked. However, attending classes is still allowed.
 - II. **A second written** warning will be issued to the tenant when the rent is two months in arrears. The tenant will not be allowed to attend classes and there will be a continued suspension of all their university services.

Eviction will occur when the tenant is three months in arrears, and they will be issued a final written warning. The tenant will then be requested to leave the residence and cannot graduate without clearing their debt.
 - III. **In the case of exchange students, their grade certificates will not be transferred to the home university until the tenant has cleared their outstanding payment.**
3. Residence rent (excluding utilities bills such as electricity, water and gas) is calculated on a monthly (pro-rata) basis. Tenants must pay the residence rent monthly by 8th of each month.
4. Electricity and water bills are charged separately and must be paid at the end of each month to the Accounting Service Office. Gas for cooking and bathing is the responsibility of the tenants, and bills must be shared evenly amongst them.
5. Tenants must pay a **security deposit equivalent to one month's room rental** when they are assigned a bed/room/residence. The security deposit will only be refunded after the completion of the residence check-out procedures and at the time of the clearance of all outstanding payments to USJ.
6. Tenants must pay a **key deposit of MOP 300 upon the signing of the rental agreement**. The key deposit will be refunded only after the completion of the check-out procedure and return of the complete set of keys to the assigned USJ staff.

ARTICLE 4
RESIDENCE CHECKING

1. The USJ management officials have the right to check the public facilities and rooms in the student residences to determine the conditions of their facilities and equipment and ensure adherence to the rules and regulations. If there are cases of a lack of adherence to the rules and regulations, USJ has the right to take possession of the residence according to the following procedure:

- I. **The first warning will be issued at the time of the tenant's first violation of the rules and regulations.**
- II. **The second warning will be issued at the time of the tenant's second violation of the rules and regulations.**
- III. **If the third warning is issued, the tenant will be requested to vacate the residence.**
- IV. **In the case of the exchange students, a report will be sent to the home university and the tenant will be requested to vacate the residence.**

ARTICLE 5

ROOM AIR CONDITIONERS

1. USJ student residences are equipped with air conditioners, and the electricity costs for operating the air conditioning in each residence is shared by the tenants in their electricity bill.
2. In the case of the single room accommodations, there are electricity meters that check the individual usage of the room's air conditioner. In these cases, tenants will share the electricity bills in accordance with the meter readings.
3. Each room is equipped with an air conditioner remote control, and tenants will be charged for lost or damaged remote controls.
4. The air conditioner electric meters will be checked and marked on a monthly basis.

ARTICLE 6

MANAGEMENT OF THE RESIDENCE

1. Tenants must reasonably, respectfully and rationally use the facilities and equipment (e.g. chairs, tables, sofas, wall-mounted TVs, kitchen stove, water heaters, water dispensers, etc.).
2. When moving into the residence, tenants should check and confirm the extent of the items on the checklist, and determine as to the extent of the functionality of the facilities. If there is any lack of or damage to the items on the checklist, please inform USJ management officials in due time.
3. Tenants must maintain a clean and orderly living environment.
4. Tenants must keep the shared areas (i.e. ground floor, kitchen, corridors, stairs, washrooms, rooftop, etc.) clean and orderly. As tenants are also studying in their respective rooms, excessive noise like loud music, unruly chatting and the like is not allowed in the residence.
5. Any tenants who damages any residence facility or loses any item during their stay, damages the appearance (exterior and interior) and/or structural integrity of the residence rooms, or alters their functions, must report the situation to the USJ management officials and make restitution to USJ. The amount of restitution will be determined by USJ in accordance with the actual situation.
6. Visitors of the tenants, including parents, guardians, relatives, friends, classmates and other USJ students may only enter the shared areas and the host tenant's room.

7. All visitors of the tenant must obtain consent of his/her roommate before entering the shared room.
8. Visits are only allowed between 9:00am to 10:00pm. Visitors are not permitted to stay overnight in the residence/room. It is forbidden to lend your room keys to anyone else. If the tenants are found to have exhibited any of these behaviors, they will be warned and/or disqualified from retaining their accommodation depending on the seriousness of the case.
9. Transferring or **subleasing** of rooms is forbidden. If tenants need to change rooms for personal reasons, they need to submit this request to the USJ management official and shift the room only if it is approved. In the case that the applied room is of a higher standard, the tenant must first pay the difference in accordance with the price standards before moving from their previous room.
10. For the cases of shared rooms (i.e., one room with a bunker bed, where two (2) students are accommodated), the university has the right to lodge-in two tenants in the shared room. If in case a room will be opened for only one tenant paying for shared room, that tenant must only use one bed and keep the other bed as it is. Should another tenant apply for a shared room, he or she will be accommodated in the room.
11. In the case of a special event (birthday party, etc.) for which students may want to have a gathering in a residence, they must obtain consent from:
 12. The other tenants of their residence;
 13. The USJ management officials or appointed personnel.
14. As in any other case (e.g. Article 4), USJ management officials or appointed personnel have the right to ensure adherence to the rules and regulations.
15. It is forbidden to promote or practice any form of illegal activity in the residences; such as engaging in the selling, possessing and distribution of obscene videos or publications, the taking or trafficking of drugs, etc.
16. Remember to close the windows and lock the doors when leaving the residence. Keep all valuables in a safe place. Large sums of cash should be deposited in the bank. In the case of the loss of valuables, USJ will assist in the investigation but will not assume any liability.
17. Tenants shall comply with the relevant security measures to prevent accidents such as water leakage or fire. If violation(s) of these security measures occurs in any accident(s), they will assume the relevant responsibilities:
 - a. Tenants are not allowed to set off fireworks or firecrackers or burn things inside the residences.
 - b. Do not cover or display inflammable things on electric appliances or lamps. Turn them off before leaving the residence.
 - c. Do not damage firefighting equipment.

ARTICLE 7

EMERGENCY

In case of emergency, tenants should immediately contact USJ management officials or appointed personnel.

ARTICLE 8

DISCIPLINARY MEASURES

1. In addition to the disciplinary offences and the restrictions stipulated in the rules and regulations, the following behaviors are also considered disciplinary offenses:
 - a) Entering residences with hazardous articles and substances, forbidden medicine or drugs;
 - b) Bringing into or keeping pets in residences;
 - c) Bringing visitors into residences during non-visiting hours or without prior roommate consent;
 - d) Entering floors of residence rooms of the opposite sex during non-visiting times or without prior consent;
 - e) Smoking in the residences;
 - f) Making noise;
 - g) Throwing objects outside into the air;
 - h) Improper handling of garbage;
 - i) Improper usage of the shared residence facilities;
 - j) Duplicating residence room keys without official authorization;
 - k) Damaging residence public facilities or the appearance (exterior and interior) and structural integrity of the residence rooms (including, but not limited to: dirtying, writing, drawing, drilling holes, hammering nails or posting items on the wall) or altering their functions;
 - l) Moving, exchanging, or damaging the furniture or equipment in residence rooms or public areas (including, but not limited to: dirtying, writing, drawing, drilling holes, hammering nails or posting items on the furniture) or altering their functions;
 - m) Entering facility/equipment rooms, opening facility/equipment control boxes or adjusting facilities/equipment without official authorization.
 - n) Unauthorized occupation of shared areas;
 - o) Behaviors harassing other tenants;
 - p) Behaviors jeopardizing other students' personal safety and property;
 - q) Behaviors severely affecting the normal operation and order of the residences.

ARTICLE 9

RESIDENCE CHECK-OUT

1. Tenants must inform by email the Office of Student Affairs as to their check-out date one month in advance. On the check-out day, tenants must perform the check-out procedure before moving out of their residence. It is advised that the check-out day does not fall on a weekend or public holiday.
 - The tenant must fill in a check-out form and make an appointment with the USJ assigned staff or appointed personnel for the checking out of the room/residence.
 - On the appointed date, the USJ assigned staff or appointed personnel will check the conditions of the room/residence and record the meter reading.

- If any property in the room/residence was damaged or lost, the USJ tenant must provide compensation.
2. Tenants must return their room/residence keys and any other USJ property and pay all of the relevant fees and fines upon check-out.
 - Tenants are required to remove all of their belongings and garbage on the appointed date of check-out or they must pay a fine deductible from their security deposit.
 - Tenants must return their room/residence keys and all other USJ property and pay all of the related fees and fines upon check-out.
 3. In the case the tenant does not complete the proper check-out, they cannot graduate and their grade certificate will not be transferred to the home university until the completion of the check-out.

ARTICLE 10
METHOD OF PAYMENT

Tenants have to pay the rent by one of the following **3 methods** at the beginning of each month:

- **Cash payments:** tenants can directly deposit the rent into our account at **Banco Comercial de Macau (BCM)**, Account no. **3940011213**. Tenants **must submit** a copy of the deposit slip to the Accounting Office, who will then issue an official receipt with a payment description.
- Payments by **Cheque** or **Credit Card** are made in the Accounting Office.

ARTICLE 11
RESTITUTION

Any tenants who damage any residence facilities or lose any items during their stay, damage the appearance (exterior and interior) and integrity of the residence rooms, or alter their functions must make restitution to USJ. The amount of restitution will be defined by USJ in accordance with the actual situation though a consultation with a construction and decoration company.

ARTICLE 12
INTERPRETATION AND AMENDMENT

1. The power of the interpretation and amending of these rules and regulations shall be vested in the USJ authorities.
2. The USJ authorities may amend the rules at any time, and they will come into force with immediate effect.

Tenant's Signature and Date: _____