

CONTRACT FOR ROOM AND BOARD ACCOMODATIONS
TANTA UNIVERSITY PUBLIC SERVICE CENTER FOR TEACHING
ARABIC AS A FOREIGN LANGUAGE (TAFL) 2011-2012

NOTE: *It is the responsibility of the student to familiarize him/herself with all pertinent information before completing this contract. Signing this contract is an acknowledgement and acceptance of this responsibility as well as an agreement to the terms and conditions, and financial commitment of the contract.*

Name: ----- **Passport Number:** -----

Email: ----- **Gender:** ----- **Date of Birth:** -----

Address -----
Street City Zip Country

Student Cell Phone Number: (-----) -----

Signature

A. I hereby contract for room and board accommodations with Tanta University Housing for the 2011-2012 academic year.

B. My signature indicates that I have read and understand all the term and conditions listed here in this contract and agree to comply with them. I also understand that this is a legally binding contract.

Student's Signature

Fingerprint

Date _____

Contract Terms and Conditions

Tanta University TAFL Center has established the following terms and conditions in order to make dormitory life pleasant and safe for all students. These terms and conditions have been established not to limit the freedoms of resident students, but instead to secure the freedoms of residents. It is expected that students remain mindful of dorm term and conditions and of Egypt's laws at all times. The terms and conditions of the room and board contract with Tanta University TAFL Center are as follows:

I. ELIGIBILITY AND ON CAMPUS RESIDENCY REQUIREMENT

A. To be eligible to live in any of Tanta University TAFL Center's Housing Facilities, a person must be a student enrolled in and attending at least 1 Month on campus at Tanta University TAFL Center.

B. Tanta University TAFL Center reserves the right not to contract with persons who are currently violating or have previously violated the terms and conditions of a housing contract or other Tanta

University rules and regulations, or who have a past due balance with Tanta University, in general, and the TAFL Center, in particular.

II. CONTRACT PERIOD

A. Students are expected to arrive at Tanta University TAFL Center's Housing Facilities seventy-two hours (3 days) prior to the start date of their scheduled studies at the TAFL Center.

B. Students are expected to vacate their rooms within twenty-four hours (1 day) after their last final exam. Students needing an exception to this requirement must obtain a written approval in advance from Tanta University TAFL Center's Administration.

III. CANCELLATION OR TERMINATION OF THE CONTRACT BY THE STUDENT

A. Students may not cancel or terminate this contract without prior written approval by Tanta University TAFL Center Administration.

B. Before the start of the Contract Period students requesting to cancel their contract may submit a signed cancellation request to Tanta University TAFL Center Administration or email it to tafl@unv.tanta.edu.eg.

C. After the student has checked in and received a key, the contract may only be terminated by the student for official withdrawal from Tanta University TAFL Center. The student shall submit a Statement of Non-Enrollment. If the student re-enrolls during the original contract term, their cancellation is voided and all terms, conditions and charges will be reinstated.

D. All advance payments will not be refunded or adjusted in case of withdrawal and termination, and the contractee will be responsible for room and board charges for the remainder of the Contract Period.

IV. CANCELLATION OR TERMINATION OF THE CONTRACT BY THE TAFL CENTER

A. Tanta University TAFL Center may terminate this contract and require the student to immediately vacate the Housing Facilities for the following reasons: (1) Failure to pay any payments or charges by the required date; (2) Official Tanta University TAFL Center disciplinary action requiring removal of the student from the Housing Facilities; (3) Failure to be registered for and attending the required number of classes; (4) Violation of Tanta University TAFL Center Housing Facilities or Tanta University policy, rules or regulations; (5) Failure to maintain the student's assigned room in a safe and sanitary condition; (6) Violation of the terms and conditions of this contract; (7) An emergency or casualty; or (8) If the student is a safety threat to himself or herself or to others.

B. Tanta University TAFL Center may cancel or terminate this contract for convenience for any reason, by giving the student thirty (30) days notice. Notice shall be deemed sufficient when it is emailed to the student's personal email address written above.

C. Failure to vacate any of Tanta University TAFL Center Housing Facilities upon notice of termination of the contract by Tanta University TAFL Center or the expiration of the contract period is prohibited and will result in double rent charges for the period of time that the student remains in the assigned space after the contract has been terminated or expired.

V. CASUALTY OR EMERGENCY

A. All reasonable efforts are made to protect Tanta University TAFL Center Housing Facilities and residents from fire, theft, or other major casualty. However, Tanta University and the TAFL Center are not responsible for loss or damage to students' personal property for any cause or reason. Moreover, Tanta University and the TAFL Center are not responsible for any injuries, including but not limited to death to residents or guests, or damage to their property that may result from misuse of the premises or arising from any act that violates this contract or Tanta University policy.

B. If the student's assigned room should become uninhabitable due to fire or other casualty, Tanta University TAFL Center will attempt to relocate the student in any other University housing if available. If Tanta University TAFL Center is unable to relocate the student to other University housing, then Tanta University TAFL Center may terminate this agreement and no refunds or adjustments to charges will be made.

C. Tanta University and the TAFL Center shall not be responsible for any failure to provide housing or meals in the event conditions arise that are not wholly within their control (i.e. acts of God, fire, strike, lockouts, riots, etc.).

VI. TANTA UNIVERSITY PROPERTY

Students are responsible for keeping their rooms clean and orderly and for damage to their rooms and furnishings. When a student is assigned to a dormitory, it is understood that the assignment carries with it an obligation to protect University property. A student who intentionally or carelessly destroys dormitory property will be charged for any damages. Specific dormitory regulations include:

A. Furniture may not be removed from the dormitory, from the common room, from one room to another, or to the hallways. It may not be borrowed by fraternities, sororities, and other social groups.

B. Beds other than those provided by the University as normal furniture are not permitted in the dormitories. Students may not build loft-type beds or other structures.

C. Beds may not be disassembled. Bed frames, box springs and mattresses, mattress covers, and head and footboards should not be removed.

D. Concrete blocks or other devices may not be used in dormitory rooms.

E. Doors to rooms, bathrooms, and closets, and window screens should not be removed.

F. Only removable plastic adhesive should be used to attach decorations to the walls. Students should see the Proctor or Housing manager for details or for a limited supply of wall adhesive. Use of nails or tape is not allowed.

G. Students must not mark or mar walls, doors, or carpets. Decals or contact paper should not be attached to walls, doors, windows, ceilings, and room furnishings.

H. Students should not tamper with electrical fixtures and built-in furniture.

I. Air conditioners may not be installed in student rooms without express, written permission by the Director of Residential Life. If permission is granted, costs for installation are the responsibility of the student.

J. Students are not allowed access to rooftops for sunning or any other purpose.

K. Needed repairs should be reported to the Proctor or Housing Manager and should not be attempted by students.

L. Halogen lamps are permitted, but bulb wattage must not exceed 150 watts.

M. Students may not display neon, commercial signs, or generally offensive materials from their dormitory room windows.

VII. SUBSTANCE ABUSE

Students ought to be aware that:

A. Drugs and narcotics are ILLEGAL and are not permitted ANYWHERE in Egypt. Should the TAFL Center Administration become aware of any student involved with or using drugs, his/her name will be reported to the Egyptian Police, and he/she will be expelled immediately from Tanta University.

B. Alcoholics beverages are not allowed on any of Tanta University's Campuses. Students found in possession of alcohols or with empty alcohol containers will be immediately and permanently dismissed from the dormitory.

VIII. COHABITATION

Students of the opposite sex are not assigned and may not arrange to live together – except married couples – in any facility in the residential system. Thus Tanta University TAFL Center does not allow cohabitation and cannot ignore any infraction of this policy which comes to its attention.

IX. COMMONS AREAS

Commons areas in the dormitories are provided to dorm residents as a space in which they may congregate outside of dorm rooms. They are a place of gathering, used for dorm meetings, television viewing, group studying, and just as a place to relax. Residents must be respectful of the rights of other students to share this space, and must be mindful of the noise generated. Commons rooms may not be used for organized or spontaneous social activity which restricts any resident's use of the common rooms or for activity which results in the violation of Tanta University policies. Your behavior should contribute to an environment conducive to studying and learning. Due to the widespread community impact, yelling, dancing, and the use of any amplified sound is prohibited, regardless of the time of day. Those who violate these policies may be subject to disciplinary measures.

X. PERSONAL POSSESSIONS

Students should take precautions to protect personal belongings from theft, fire, water damage, or other loss. Make sure you always lock your dorm room door as you leave, even if you will only be out of your room for a few minutes or will remain close by. Neither the TAFL Center, the dorm staff, nor Tanta University will be held responsible for items lost or stolen from your room.

XI. CURFEW AND OVERNIGHT ABSENCES

A. Student residents are not allowed to stay overnight off-dormitory, except on weekends, without prior permission from the Administration. Both female and male student residents shall return to the dormitory NO LATER THAN midnight (12 am).

B. It is the student's responsibility to provide a contact number and address if they plan to spend the entire night outside the dorms during weekends. Sign-out books are available for this purpose.

Important Note: Due to the current circumstances in Egypt, both female and male student residents are advised to return to the dormitory no later than 10 pm.

XII. CONDUCT INTEGRITY

All students are expected to abide by Tanta University's Conduct Code. It is not possible to list all situations that might constitute indecent conduct. However, all behaviors that are unacceptable according to the Egyptian culture, religion, law, and society are not permitted on campus or at any Tanta University function whether on-or off-campus. Such behaviors include but are not limited to the following: public displays of affection; kissing; hugging; touching; or sexual harassment which may include sexual jokes, written or oral references to sexual conduct; gossip regarding one's sex life; comments on individuals' bodies; or suggestive or insulting comments.

For further clarification of what constitutes a violation of Tanta University's Conduct Code, please consult the TAFL Center Administration. It is the students' responsibility to seek clarification.

XIII. STUDENT DRESS CODE POLICY

Tanta University TAFL Center students are expected to dress following generally accepted community standards of neatness, cleanliness, modesty and good taste.

This policy is interpreted to require students to wear shoes in all buildings other than residence halls. Elasticized, form-fitting, athletic-type apparel is not acceptable in the classrooms, labs, library, dining hall or internet rooms. Outer garments should cover underwear garments. Apparel with suggestive or obscene writing and/or indecent graphics may not be worn in any public area of the campus including, but not limited to, the classrooms, labs, library, dining hall, internet rooms, and the commons rooms.

XIV. RESPECT FOR OTHERS

Residents shall respect their neighbors and roommates by keeping noise to a minimum. Any and all complaints will be acted on immediately. Treat others as you wish to be treated. Requests for quiet or cleaning are not personal attacks, but simply requests. Loud talking and shouting will not be tolerated, and TV and stereo volume should be kept low, especially after 10:00 pm.

XV. PETS

Students living in dormitories may not own pets, may not feed or keep pets in the dormitories, nor keep pets anywhere on the domain.

XVI. RIGHTS RESERVED BY TANTA UNIVERSITY

The University reserves the right:

- A. Of entry by authorized personnel for inspection and repair, for disciplinary purposes upon reasonable cause to suspect violations of Tanta University conduct regulations, in an emergency, or for any other appropriate reason.
- B. To make changes to students assigned rooms and/or roommate assignments at any time, and to assess an additional charge for single occupancy when only one student with a double room contract occupies a single one.
- C. To reassign the student at any time due to facility changes, roommate conflicts, disciplinary action and/or an emergency or casualty that renders the student's room unsafe or otherwise uninhabitable.
- D. To levy and collect charges for damage to, unauthorized use of, or alterations to room or equipment.
- E. To remove unauthorized or improperly used equipment.
- F. To reassign or evict students who violate the above rules.

XVII. ADMINISTRATIVE POLICES

- A. The Housing Manager must be notified in writing of any and all items in need of repair.
- B. The Housing Manager must be given twenty-four hours (1 day) advanced written notice if a resident on curfew wishes to spend the night outside Tanta University Student Housing.
- C. If a resident loses a key, he/she is responsible for the cost of changing the door lock cylinder, each time the key is lost (100 EGP will be charged for replacement.) Students should not lend their keys to anyone. Students must return their keys at the end of the term. No exceptions will be made.
- D. Residents wishing to move out of the student accommodation must give written notice to the Housing Manager at least two weeks before their anticipated departure date. During the check-out process, all personal belongings must be removed from the residence facilities and the resident must return keys to the Housing Office.

XVIII. DISCIPLINARY MEASURES

Students will be given violation points for each infraction of the student housing rules. The point value for each violation will be determined by the TAFL Center Administration. The maximum number of points for any one violation is 10. Should a student receive a total of 10 points, he/she will be dismissed from Student Housing and possibly from Tanta University TAFL Center depending on the offense.

PLEASE NOTE: *Tanta University reserves the right to amend or add to the above regulations at any time without prior notice. While the University will do everything in its power to provide a safe and secure housing environment, it cannot be held liable for the act of others.*

END OF CONTRACT

© ALL RIGHTS RESERVED BY TANTA UNIVERSITY TAFL CENTER 2011