

## 1. PURPOSE

The American University of Paris is committed to supporting the student experience and The Office of Residential Life provides different housing services for students throughout their educational careers at AUP. This policy explains the types of available housing, how each functions, and student responsibilities while living in University housing.

## 2. WHO IS AFFECTED BY THIS POLICY

Students who live in AUP housing or housed through the AUP Database.

## 3. POLICY STATEMENT

AUP housing does not only seek to put a roof over each student's head; its goal is also to provide them with a tool to foster community, a place to ensure their successful transition in Paris and at AUP, and an educational environment to acquire soft skills that will have a life-long impact.

To benefit from AUP-facilitated housing, students must follow the below rules and regulations specific to AUP residences, Partner residences, or independent apartments.

### RESIDENCY REQUIREMENT FOR NEW UNDERGRADUATES

The residency requirement for incoming students is set to ensure students' wellbeing and success, and to afford them a sense of community through living with their peers. We either offer AUP-run residences, where we have resident advisors working for us on-site, or partner residences with whom we have a collaborative working relationship. This is to ensure that we can support our students to the best of our ability during their first year in Paris - an important transitional year, especially for those who are living abroad and/or leaving home for the first time.

**Incoming first-year undergraduate students, visiting and degree-seeking**, are required to secure housing through AUP.

Students wishing to apply for a housing exemption must select that housing option in their AUP status page and must qualify based on the criteria listed in the Housing Exemption Policy listed below. No exemptions will be made after the start of the semester—students assigned to AUP housing are committing to their reservation for the full academic year (or for the full semester if they are only attending AUP for one semester).

**Transfer students** can arrange housing through AUP to facilitate their transition to the university and their new journey in Paris – they will be able submit their housing registration form after the first round of assignments reserved to incoming first-year students. Those who opt-out of AUP housing will be expected to secure housing on their own.

**Coop and independent visiting students** who have already had college experience are not required to secure housing through AUP unless their home institution mandates it. They will be able submit their housing registration form after the first round of assignment reserved to incoming first-year students.

### SHARED HOUSING: GENDER POLICY

Our shared housing, whether in twin studios or single and double rooms in shared apartments, does not allow for mixed sex and gender allocations. We are working on having inclusive housing for our LGBTQA+ students, including those who identify as gender non-binary or gender-fluid, but as we are still building our roster of AUP-managed

residences where we have more control, we are not yet able to accommodate these students in shared housing options. Students who identify as gender non-binary or gender-fluid will have access to single studios - we are able to prioritize their housing assignment to ensure that they are placed within those options, especially as we want to make sure that they feel safe in their housing; this is why students can indicate their gender identity in their housing preference form.

### **MEDICAL NEEDS AND THE FIRST-COME-FIRST-SERVED PROCESS**

If you have medical needs that require a specific type of accommodation within our housing offering, we encourage you to submit a medical exemption request before you choose your housing preferences. Medical exemptions cannot be granted retrospectively after AUP housing is assigned.

### **ACCESSIBLE AUP HOUSING**

Accessible accommodation is available in select AUP residences and Partner residences. Students who need accessible housing should contact the housing office directly at [housing@aup.edu](mailto:housing@aup.edu) before submitting their preferences. We will work with them to ensure that they are placed in housing that best suits their needs.

### **HOUSING EXEMPTION POLICY**

Students may request an exemption from the first-year housing requirement based on specific criteria; the exemption policy has been designed to accommodate students who have specific needs not met by the AUP Housing offering or can demonstrate that they have the resources and support needed to find safe accommodation and transition through their first year in Paris and at AUP independently.

Exemptions must be justified by the appropriate documentation. Approved reasons for receiving a housing exemption are as follows:

- 1. Students who are over 21 years of age**
  - a. Passport scan or ID card if over 21 years of age by the first day of orientation
- 2. Students who are legally married and wish to live with their spouse**
  - a. Marriage license from the country of origin
- 3. Students who already have French residency**
  - a. Proof of address in the form of a lease, *quittance de loyer*, or utility bill in the student's name, dated at least six months prior to the student's start date at AUP
- 4. Students who will be living with family in Ile-de-France**
  - a. Proof of address in the form of a lease, *quittance de loyer*, or utility bill in the family member's name dated at least three months prior to the student's start date at AUP
  - b. A Passport scan or ID card of the family member
  - c. A signed letter from the family member certifying that they will be housing the student for their first year at AUP
- 5. Students who have medical needs that cannot be accommodated through our housing offering**
  - a. A signed letter from the physician explaining the medical needs that cannot be accommodated by the available housing options
  - b. Students who are granted a medical exemption can still receive assistance from the housing office in finding accommodation
- 6. Students who can demonstrate an extended period (three months or more) of living independently (in housing not sponsored or managed by an educational institution) – these exemption requests will be reviewed on a case-by-case basis**
  - a. A letter explaining the experience of living independently
  - b. Documentation of the circumstances outlined by the letter (previous lease in the student's name, enrollment in a program or university, etc..)

### **PLEASE NOTE:**

- Students who have not reserved their housing or been granted an exemption will not be allowed to register for University courses, and those students who have not fulfilled their financial obligations to AUP Housing will be administratively withdrawn from classes.

- Students who wish to seek an exemption must select that housing option in their AUP checklists. Students who have initially elected to secure AUP housing **cannot later change their housing selection to an exemption.**
- Students who are granted an exemption from housing on medical grounds are still able to access the AUP housing database, a resource which connects students with landlords who have worked with AUP in the past and are used to renting their spaces to AUP students.

## **REGISTRATION**

Confirmed students will be given access to the housing offering about 2 weeks prior to the first day of registration.

First-year students who are required to be housed through AUP have priority to register; Transfer students and Visiting students have their own registration window once the first-year students have had a chance to register.

Students register by selecting their 5 preferred housing options among offerings open to their cohort. Please note that completing this step is not a confirmation of registration. Housing assignments at AUP are processed on a first-come-first-served basis. The Housing Office will reach out to each student individually within two to three business days to confirm their registration based on availability.

After students have been registered in one of their selected housing options, AUP will send them an invoice and payment details. The first payment, due approximately two weeks after the first day of registration, is non-refundable and serves to secure the housing reservation.

Students then receive confirmation from AUP's Office of Student Accounting Services (SAS) within two days of completing payment which finalizes the housing step of the students' AUP Status Page.

## **AUP DATABASE HOUSING RESIDENTS**

New graduate students will begin searching for their housing before arrival for AUP Orientation. Students must pay one-month security deposit PLUS one month rent once they decide to secure an independent apartment. Students are expected to pay the rent on the first of every month, directly to their landlord, by whatever method agreed upon at the time of the student's move-in.

Returning students are also welcome to seek housing through the AUP Database. They should be in touch with the Housing coordinators ([housing@aup.edu](mailto:housing@aup.edu)) to make an appointment and receive help in the process.

*Please note that failure to comply with housing regulations may result in losing the right to use AUP's housing services.*

### **Before you are housed**

The Housing Office does not have a contract or written agreement with the landlords advertised on the database. The agreement is set between the landlord and the student directly – the Housing Office works as an intermediary (much as a real estate agency would) to connect students and landlords. The Housing Office does not receive any payment or commission from the landlords listed in the database, and does not require payment from students for the use of the database.

- Students have access to the Housing Database for the purpose of viewing and selecting available offers. All contact with the landlord is established through the Housing Office team.
- Students housed through the Housing Office make a commitment for a minimum of one semester. Students are encouraged to contact their landlord at the end of each semester to check on the renewal of their rental agreement. When students decide to leave, their departure must coincide with the end of a semester or

summer session (at the end of the final exams). They must give one month's notice at minimum, or the specific notice agreed upon in your rental contract.

- Students with pets must understand that most landlords will prioritize applications from tenants without pets, therefore the properties available to them may be limited. Landlords may require that students with pets provide a two-month security deposit.
- Security deposits (equivalent to one month's rent) and the first month's rent must be paid in full by the day you move in. Landlords may require the deposit in advance if you are securing the apartments a few months before move-in (for example, in the summer ahead of the Fall semester). The first month's rent should be paid at its pro-rated rate. (For example, if you enter your apartment mid-month, your first month rent should be half of the rent). Students should always request and keep rent receipts.
- Some landlords may ask you to sign a rental agreement that provides additional conditions (or different conditions) than the Housing Database regulations. Please make sure to carefully read your rental agreement before signing it and contact the Housing Office should you wish to review it with a staff member. This rental agreement will supersede any Housing Database regulations, so make sure that you know what you are agreeing to.

### **Move-in Procedures**

- French law requires that all renters have housing insurance. All students housed by the Housing Office must provide their landlords with a copy of their insurance *attestation* before moving in. All incoming students need to secure their housing insurance through an insurance company. Returning students can secure housing insurance through their bank account. Students can contact the Housing Office if they have any questions.
- Students are responsible for ensuring that they complete a move-in walkthrough and/or take detailed photos and videos of their accommodation in its move-in state. The Housing Office will not be able to assist in contesting deductions at move-out if there are no records from the move-in procedure.

### **During the Rental Period**

- Students are responsible for punctually paying their rent, at the first of every month, directly to the landlord, via the method agreed upon with the landlord. Students should always request a rent receipt.
- Students are responsible for maintaining their apartment in the state in which they rented it. If any problems arise, they must contact the Housing Office and/or their landlord immediately.
- If a student has outstanding housing-related claims or debts (such as an unpaid electricity bill, unpaid rent or unpaid damages to an apartment), a hold will be placed on the student's account preventing retrieval of grade reports, transcripts and diplomas until the debt has been settled and the Housing Office has received confirmation from the landlord.
- Students are not permitted to sublet their accommodation or advertise it on rental websites (such as Airbnb). Exceptions can only be made if the student can provide explicit written approval from their landlord to sublet, or if a provision for subletting is included in their signed rental contract. The Housing Office may contact the landlord for confirmation in these cases. When subletting is allowed, students must follow the conditions of subletting outlined by their landlord.
- Students should note that by using the database services, they agree to the Housing Office disclosing their personal email address and mobile telephone number, as well as a confirmation of whether or not the student is continuing at AUP the following semester, to the student's current landlord upon request.
- The University's standard of conduct, as outlined in the Student Handbook, applies to all students who have used the Housing Office's services. Failure to abide by the standard of conduct or any violations of the housing regulations can lead to disciplinary action.

## Upon Departure

- If moving out at the end of a semester, students must give the landlord one month's written notice (unless specified differently in their rental contract), sent by registered mail (*lettre recommandée avec accusé de réception*). The Housing Office provides a move-out letter template upon request.
- The Housing Office is unable to help students recuperate their deposit if this procedure has not been followed. Landlords may also terminate a rental agreement at the end of a semester by giving the student one month's notice.
- Students must also inform the Housing Office of their departure from the apartment so that it can be made available to other students.
- Should students leave before the agreed upon minimum lease period of one semester (and/or without providing the proper notice) in violation of the housing regulations and/or their rental contract, the Housing Office cannot guarantee assistance in the refunding of their full deposit.
- Security deposits are used to cover outstanding bills and damages and, thus, may NEVER serve as the last month's rent, which is illegal in France. The landlord has up to two months after your departure to assess any damages that need to be fixed before they are required to return your deposit.
- Housing obtained through the database may be "passed on" to other AUP students but ONLY after written notification sent to the Housing Office via email. Housing obtained through the Housing Database may never be "passed on" to individuals who are not current AUP students.
- After giving the landlord notice of departure, students are responsible for showing their housing, in a timely manner, to other AUP students who contact them through the Housing Office

## **CHANGE OF HOUSING**

Students in database housing are committed to staying in their apartment until the end of the semester. Move-outs must always occur during the last month of the semester, or at any point during the summer session. A [move-out notice letter template](#) is available on our website.

Students in AUP or Partner residences may request a change of housing for the following semester. In case of major apartment issues (maintenance or roommate-related), the first course of action in all cases will be to try to resolve the issues by various means, including roommate or neighbor mediation. Options for moving may be very limited depending on the total occupancy rate during any given semester, however The Office of Residential Life will work together with the student to propose the best possible options in case of a decision to move.

## **RESIDENCE REGULATIONS**

All students of the University must comply with the University-wide *Code of Conduct*, including in their AUP-facilitated housing. Under no circumstances are the use, possession, or distribution of illegal drugs permitted in University housing. Students may face potential sanctions for any violations of the Residential Life Policy or the Code of Conduct.

## **Section 1 CONDUCT**

AUP residents are expected to behave in accordance with French law. They are expected to behave appropriately with roommates, employees of their residence, and the community at large. Violence or threats, sexual harassment, inappropriate behavior, and loud noise are not tolerated, and will result in warnings, disciplinary sanctions, and/or possibly immediate loss of housing.

While residing in AUP residences or AUP Partner Residences, and in addition to prohibited conduct referenced elsewhere in this Policy, the following conduct is prohibited; partaking in any of these activities will result in warnings, disciplinary sanctions, monetary fines, and/or termination of AUP housing:

- Possession, sale, or use of illegal substances
- Smoking in your apartment/room/studio or anywhere inside the building (hallways, staircases, from windows and on balconies etc.) unless explicitly permitted by the building regulations.
- Starting a fire in your apartment/room
- Engaging in behaviors presenting a risk to fire safety (leaving your stove on unattended, leaving a candle unattended, etc...)
- Willfully causing a fire or a false fire alarm in any residence
- Possession of flammable items, appliances, or objects that may be considered a fire hazard
- Tampering with smoke detectors, fire extinguishers, or other safety equipment
- Possession of weapons or items that resemble weapons
- Throwing objects/substances from housing windows, doors, terraces, ledges, rooves, or other areas
- Climbing onto or from, or sitting on, railings, ledges, windowsills, terraces, or rooftops, or accessing or attempting to access your apartment/room by any means other than by the front door
- Gambling in a residence
- Disorderly, disruptive, drunk, or aggressive behavior that interferes with the general comfort, safety, security, health, and/or welfare of the AUP community, including roommates, neighbors, AUP Residence staff, as well as building maintenance and cleaning staff.
- Harassment of any kind, by any means (including electronic)
- Bringing unauthorized furniture into your residence
- Moving furnishings like beds, couches, and armchairs, which causes noise and can cause injury or damage to apartment floors
- Tampering with devices and furnishings in your room/apartment, notably windows, shutters, cranks, stops, locks, and other door closing devices
- Vandalism or damage to property
- Hanging, displaying, or leaving personal items such as clothes (including laundry) or food items outside of your apartment, on balconies, or in any other place that may disturb your neighbors, including leaving garbage outside of designated garbage bins in the common area of your building
- Hanging posters, photographs, or other decorations using tape, nails, and/or tacks that can damage paint or walls
- Exhibiting or affixing any unauthorized sign, advertisement, notices or other lettering, flags or banners, that are inscribed, painted or affixed to any part of the outside or inside of a building or on the outside of your apartment door
- Modifying or painting any room or furniture in your apartment
- Subletting or advertising to sublet your bed, bedroom, studio, apartment, or section of your apartment
- Using your apartment for purposes other than residential use, such as for commercial ventures

## **Section 2 NOISE POLICY**

Paris city ordinance requires that residents be quiet between the hours of 10pm and 7am, though residents should not make excessive noise at any hour of the day (no more than 5 decibels during the day and 3 decibels at night). AUP expects students to adhere to the city's ordinance by respecting Quiet Hours between 10PM and 7AM. AUP defines Quiet Hours to mean: no music, voices must be kept low, no running of household machines such as washing machines or vacuums, and silence in common areas including the building's hallways, staircases, lounges, and courtyards (where applicable).

### **In AUP Residences:**

As our AUP residences are located in residential areas, we cannot take any risk with disturbing our neighbors with noise pollution if we do not want to lose our privileged locations in Paris.

In addition to the general noise policy as stated above, during midterms and finals weeks, AUP residences will observe strict courtesy and quiet hours throughout the day to ensure students have a quiet and productive environment to study for their upcoming exams. Specific information will be disseminated to

students via email during those periods, and students are expected to adhere to those policies once they are shared.

#### **In AUP Partner Residences:**

Our AUP community is not the only clientele residing in each of our partner residences, and we cannot take any risk with disturbing our neighbors with noise pollution if we want to keep our diverse housing offerings through our various partnerships. Residents must therefore ensure to respect the aforementioned noise policy in our partner residences and to also respect the noise policies that the partner residences may also put in place.

### **Section 3 SOCIAL GATHERING AND GUESTS**

#### **In AUP Residences:**

In your AUP residence, you may use common areas for group meetings with other members of your residence, as long as it does not violate the noise policy (as listed above).

Students residing in AUP Residences are strictly not allowed to have overnight guests in their rooms/apartments (we consider overnight guests to be any guests present in the residence past 22h/10PM). During the day (9h/9AM – 22h/10PM), students in AUP residences may have other AUP students and/or immediate family members as visiting guests. Maximum number of daytime guests per resident: 2 people at a time.

#### **In AUP Partner Residences:**

In your AUP Partner residence, you may use common areas as specified by the internal regulations of your residence.

Students residing in partner residences are strictly not allowed to have overnight guests in their rooms without notifying the front desk of their residence. Some residences may not allow overnight guests, others may offer the possibility of renting an extra room to a visiting friend or family member. The guest should inquire directly with the reception or management staff of their residence.

### **Section 4 KEYS & ACCESS CARDS**

Students should keep their keys/access card with them at all times, and should never give their keys/access card to anybody else.

#### **In AUP Residences:**

Students who lose their key should notify the housing office immediately, at the risk of incurring disciplinary sanctions. Keys in France can be very expensive to replace, and the cost of replacing the key will be deducted from the student's security deposit at the end of the semester/year.

Students who use cards to access their building and/or room should notify the office immediately should they lose their card so that the cards may be deactivated, at the risk of incurring disciplinary sanctions. The cost of the card replacement will be deducted from the student's security deposit.

#### **In AUP Partner Residences:**

Students who lose their key should notify their residence immediately, at the risk of incurring disciplinary sanctions. Keys in France can be very expensive to replace; the cost of replacing the key will be deducted from the student's security deposit if the Partner Residence and/or front desk requires a fee.

Students who use cards to access their building and/or room should notify their front desk immediately should they lose their card so that the cards may be deactivated, at the risk of incurring disciplinary sanctions. The cost of the card replacement will be deducted from the student's security deposit if the Partner Residence and/or front desk requires a fee.

### **Section 5 APARTMENT SECURITY: DOORS AND KEYS**

Keeping apartment/studio doors locked is the student's responsibility. However, properly locking doors and securing access to the building and the units is an important step in ensuring the safety of the entire residence community, especially in the case of shared units and studios.

For security reasons, students must keep their apartment/studio doors locked, both when they are present in the apartment and when they leave. If an apartment door is found to be left ajar, or with a key left in the door, an immediate written warning will be issued, and this could further result in probation and/or eviction.

Furthermore, keys should not be left under mats, or hidden anywhere else in the building. If keys are found to be left under mats or hidden elsewhere, this will also result in an immediate written warning, and could also further result in probation and/or eviction.

## **Section 6 LOCKOUT POLICY**

### **In AUP Residences:**

Students should keep their keys and/or access card with them at all times, but students who forget their keys/access card and who get locked out of their apartment can ask their residence RA to grant them access to their rooms – students may be asked to wait until the RA is available to return to the residence from classes and other responsibilities.

To encourage students to always keep their keys on them and because lockouts are a significant strain on our student resident advisors, the housing office will be charging the following fines for lockouts:

- A daytime lockout (between 7am-10pm): €25
- A nighttime lockout (between 10pm-7am): €50

Any charges resulting from lockouts will be deducted from the student's security deposit at the end of the semester/year.

Alternatively, students may sign out the spare key/access card to their apartment free of charge from the Housing office any time during business hours (Monday-Friday, 9am -5pm), provided that they return the spare key within 48 hours – if they do not return the spare key by that time, they will be charged the 25€ lockout fee for every day that they fail to return their spare to the office. If students lose the spare, they will be charged with the cost of replacing it through a deduction from their security deposit.

### **In AUP Partner Residences:**

Students should keep their keys and/or access card with them at all times, but students who forget their keys/access card and who get locked out of their apartment/studio can ask at the front desk of their residence to grant them access to their rooms. Please note that some partner residences do not have after hours assistance for lockouts – in this case, residents may therefore have to make alternative arrangements for the night until their residence front desk opens again.

## **Section 7 MAINTENANCE**

### **In AUP Residences:**

Students are responsible for reporting any maintenance issues to the Residential Life Office through the following maintenance form: <https://my.aup.edu/webform/housing-maintenance-issue-report>.

Students should report any maintenance issues as soon as they become known: these include, but are not limited to, leaks, broken lights, issues with windows or doors, faulty radiators, or any other such problems. If the issue is not addressed within 48 hours, please contact AUP for further follow-up.

Repairs for any maintenance issues determined to be the result of improper use of appliances and furniture in the apartment by the resident(s) will be deducted from their security deposit at the end of the semester/year.

### **In AUP Partner Residences:**

Students are responsible for reporting any maintenance issues to their residence's reception (or to the housing office/residence manager as specified in their move-in email) as soon as they become known: these include, but are not limited to, leaks, broken lights, issues with windows or doors, faulty radiators, or any other such problems. If your residence does not rectify the issue within 48 hours, please contact the AUP Residential Life Office at [housing@aup.edu](mailto:housing@aup.edu) for further follow-up.

Repairs for any maintenance issues determined to be the result of improper use of appliances and furniture in the apartment by the resident(s) may be deducted from their security deposit at the end of the semester/year.

## **Section 8 TIDINESS AND APARTMENT HYGIENE**

All AUP residences and AUP partner residences offer a weekly room/apartment/studio cleaning service. Residents are not permitted to refuse their weekly cleaning service: this helps to keep your space in a clean and hygienic condition throughout your stay.

Please note that you must keep your room/apartment/studio tidy and in a good, sanitary condition in order for the cleaning team to properly clean your room: do not leave clothes or other belongings scattered on the floor, do not leave items on your bed, do not leave food or empty food containers in your room. If your room is not tidy or if items have been left on the floor where they might block access to the room, cleaning staff will not be able to properly clean your room.

Students who have kitchens/kitchenettes in their apartments/studios are expected to keep their cooking space clean and free of garbage. It is the student's responsibility to clean dishes; this will not be done by cleaning staff. Dirty dishes and food waste (such as food packaging and containers) left out attract insects and



rodents; washing dishes regularly and properly disposing of all food waste will help prevent insect or rodent infestations and will maintain the quality of your utensils.

Please note that the weekly cleaning service does not include emptying trash cans, washing dishes, or washing/changing bed linens and towels. Those remain the responsibility of residents, and residents are expected to keep a clean living environment to avoid risks of infestation in the building. Residents should ensure that they remove their trash regularly, and that they dispose of their trash correctly: trash should be placed in the correct trash cans, and not left outside apartments or elsewhere. If trash is found to be left outside an apartment/room/studio, this could result in sanctions for the resident in question or for the entire apartment. Furthermore, if your apartment is reported to be found in an unhygienic and unacceptable condition, you also risk incurring sanctions, which can vary in gravity depending on the condition of the apartment.

### **Section 9 ELEVATOR USAGE**

Parisian elevators are much more fragile than industrial elevators, and can therefore break down more easily. For residences wherein there is an elevator, residents must respect the person limit listed in the elevator. Furthermore, students should refrain from jumping in the elevators, as this may also cause the elevator to break, and from blocking the door when it is already closing, as this will cause a maintenance issue. If damage is caused to the elevator due to the improper use by a resident, the resident may be charged for the cost of the repairs.

### **Section 10 INTERNET**

The cost of your residence includes internet access. You may not use the internet in an illegal manner. Downloading and/or torrenting protected, copyrighted material in France is a criminal offense.

### **Section 11 DRAINS**

Residents are responsible for preventing the blockage or back-up of drains. Food and other items should be put in the garbage, not disposed of down a drain. There are no garbage disposals in France. Repairs for any maintenance issues resulting from a resident improperly disposing of their food waste in the sink will be deducted from the student's security deposit at the end of the semester/year.

Furthermore, residents should also refrain from disposing of items in the toilet, aside from toilet paper. Should a plumbing issue arise in your bathroom and the issue is found to be caused by the disposal of items in your toilet, the resident will be charged for any damage caused to your toilet and plumbing system, as well as any subsequent damage caused to the general plumbing system of the residence.

### **Section 12 BEDBUGS**

If there is a bedbug or similar infestation in a student room, the responsibility of paying disinfection costs will be discussed by the resident(s) and:

- the AUP Residential Life Office if the student resides in an AUP Residence
- The residence management if a student resides in an AUP Partner Residence

The responsibility of bearing the cost will also be decided upon on a case-by-case basis.

### **Section 13 PETS AND ANIMALS**

#### **In AUP Residences:**

Residents are strictly forbidden from keeping pets or other animals in their AUP residence apartment/room/studio.

#### **In AUP Partner Residences:**

Students are strictly forbidden from keeping pets or other animals in an AUP partner residence room, unless students get explicit permission from their residence's staff. This process is coordinated independently of the AUP Residential Life Office.

Please be aware that should an AUP Partner Residence grant you permission to keep a pet in your apartment/studio/room, this may incur additional charges that are entirely at the cost of the resident, including, but not limited to: the need to pay an additional security deposit; additional charges for keeping the pet in your residence; and payment for any damages that said pet might cause in the residence.

### **Section 14 ACCESS TO YOUR ROOM**

#### **In AUP Residences:**

AUP staff and its cleaning and maintenance partners reserve the right to access your room at any time, for regular maintenance and cleaning, and especially in the case of an emergency. When possible, however, the AUP Residential Life office will inform residents in advance of any interventions taking place in the apartment.

Residents will be expected to vacate their rooms during the weekly cleaning and housekeeping session. The AUP Residence Life office will inform you of the cleaning schedule at the beginning of each semester.

**In AUP Partner Residences:**

The management and cleaning staff of your residence reserve the right to access your room at any time, for regular maintenance and cleaning, and especially in the case of an emergency. Insofar as possible, your residence will try to give residents advance notice of scheduled maintenance interventions in their rooms. If your residence informs the AUP Residential Life Office of any scheduled maintenance that will take place, the AUP Residential Life office will also reach out to you in advance where possible.

Residents will be expected to vacate their rooms during the weekly cleaning and housekeeping session. AUP Residential Life will communicate the cleaning schedule for each residence at the beginning of each semester – students may also inquire directly about their weekly cleaning schedule at the front desk of their residence.

**Section 15 COVID-19 PROCEDURES AND PRECAUTIONS**

As this present time, COVID-19 restrictions have been removed in France. However, students should be aware that these restrictions can be reinstated in France at any given time during their stay in their AUP residence or AUP Partner residence.

In the event that COVID-19 restrictions are reinstated during your stay in your residence, please note that the guest policy may be suspended, and that students may be asked to wear a face mask covering the nose and chin in the common areas of their building, except during mealtimes in designated dining areas. In all residences, students would also be expected to adhere to the social distancing policy outlined by their particular residence.

Students who test positive for COVID-19 or students who have been notified that they were in close personal contact with someone who has tested positive must follow the AUP Health Office's current guidelines concerning isolation, testing, and communicating with others who are subsequently a contact case. Please contact the AUP Health Office ([health@aup.edu](mailto:health@aup.edu)) immediately in such a case for further details.

Please note that the Residential Life office may provide an isolation room for students in a different housing option based on availability – students may have to temporarily move to a different housing location for the duration of their isolation period. Students without roommates who must self-isolate will be expected to do so in their assigned room, being careful not to partake in group meals in the dining areas of their residence and not to socialize in common spaces until the recommended period of quarantine has ended.

**Section 16 HEALTH AND SAFETY INSPECTIONS**

**In AUP Residences:**

The AUP Residential Life staff reserves the right to conduct one health and safety inspection halfway through the semester to address any health, safety, sanitation, and/or maintenance issues in student rooms. Any unreported maintenance or sanitary issues, as well as any prohibited items found in the apartments, will result in a warning, disciplinary sanctions, and/or immediate loss of housing.

**In AUP Partner Residences:**

AUP Partner residences may conduct a health and safety inspection at some point during your stay in the residence to address any health, safety, sanitation, and/or maintenance issues in student rooms. Any unreported maintenance or sanitary issues, as well as any prohibited items found in the apartments, will result in a warning, disciplinary sanctions, and/or immediate loss of housing.

**Section 17 Security Deposit Information**

The security deposit for each residence is paid before students can access their room/apartment/studio.

**Moving in to your residence:**

AUP Residences will have their own entry walkthrough process when residents move in; equally, AUP Partner residences will also have their own processes to document inventory and the state of the accommodation upon entry. The processes in place for each residence will be communicated to students either in advance or upon their arrival at their residence.

Residents must respect and comply with the processes in place during their move into their accommodation. Residents are responsible for documenting the state of the room upon move in. Residents should take photos of their room/apartment/studio upon entry, and if a resident notices any issues or damages to their room/studio/apartment upon moving in that has not already been noted or flagged by their residence, they should immediately:

- Notify the Residential Life Office ([housing@aup.edu](mailto:housing@aup.edu)) if they live in an AUP Residence
- Notify the reception of their residence directly if they live in an AUP Partner Residence

This is important, as any damages that are present upon move in but are not noted upon entry, could lead to deductions from the security deposit upon departure.

### **During your stay:**

During your stay in your AUP Residence or your AUP Partner Residence, it is the resident's responsibility to keep their room/studio/apartment in a clean and tidy state, and to flag any maintenance issues that may arise during their stay.

If there are maintenance issues (such as those described in Section 7), residents should:

- Fill out the following maintenance report if they live in an AUP Residence:  
<https://my.aup.edu/webform/housing-maintenance-issue-report>
- Contact their residence reception directly if they live in an AUP Partner Residence

Please note that any maintenance issues or damages, or any broken appliances requiring repair, that are determined to be a result of misuse, will be deducted from the security deposit upon the resident's departure. For residents in shared accommodation, deductions are automatically divided between all housemates/roommates, unless a resident takes full responsibility for damage caused.

During your stay, additional fees, such as fees for lockouts or other violations, can also be applied to the security deposit as well; these will also be communicated to the resident in question in advance.

### **Before your departure:**

Before your departure from your AUP Residence or your AUP Partner Residence, residents should ensure that their room/studio/apartment is left clean and tidy, with all trash and unwanted belongings removed. If students leave their room in an unhygienic or unacceptable condition, or if they leave trash and unwanted items behind, please note that they will incur a cleaning fee, and this will subsequently be deducted from their security deposit.

Residents who live in shared accommodation are responsible for cleaning all of their shared spaces and leaving them in a clean and tidy condition; as such, they should coordinate with each other prior to their departure to ensure that their accommodation is left in good condition. If shared spaces are left in an unhygienic or unacceptable state, or if trash or unwanted items are left behind, deductions are automatically divided between all housemates/roommates, unless a resident takes full responsibility for leaving a shared space in an unacceptable condition.

As with their arrival, residents are responsible for documenting the state of their accommodation upon departure; they should document the state in which they left their room/apartment/studio via photos and/or videos. Please note that, as with their move in, AUP Residences will have their own entry walkthrough process when residents move out; equally, AUP Partner residences will also have their own processes to document inventory and the state of the accommodation upon departure. The processes in place in each residence will be communicated to residents in advance of their departure. Residents must respect and comply with the processes in place during the move out process from accommodation.

### **After your departure:**

After your departure, the refund process is initiated for students; deductions are applied where applicable and residents will then be informed of the final security deposit amount that they will receive, along with a list of damages and deductions where applicable; residents will also have the opportunity to appeal deductions. The final security deposit amount will be refunded to the resident's AUP student account no later than 2 months after their departure. Please note that the departure date is considered as the move out date noted on their lease; early departures will not result in your security deposit being returned earlier.

Once the security deposit is refunded to the resident's AUP student account, please note that this security deposit credit refund will balance out any outstanding debts that the resident may have with the university. Students can then initiate a refund to a personal account, and this process is carried out with Student Accounting Services (SAS) ([sas@aup.edu](mailto:sas@aup.edu)). SAS and the AUP Finance Department are in charge of processing all of the refund and transfer request, and, as such, AUP Residential Life has no control over the return of the funds into your personal account.

## **Section 18: VIOLATIONS**

Please note that any violations to this policy will be reported directly to the Manager of Residential Life and, depending on severity, to the Dean of Students and the Vice President for Student Services. Repeated violations to this policy may result in University sanctions or, in more serious cases, removal from AUP housing. If you lose your AUP housing (either in an AUP Residence or an AUP Partner Residence) due to violations, you will not be eligible for any refund of fees or rent.

Sanctions are cumulative depending on history of prior violations; however, do note that the circumstances and seriousness of each violation determines the severity of the sanctions, and how students move from one type of sanction to the next.

The possible sanctions are as follows:

1. Official Warning:

Students who commit a policy infraction will receive an official warning - this may be in addition to attending a compulsory disciplinary meeting with a housing staff member.

2. Final Warning:

Students who have already committed a policy infraction of any kind (whether it be to any element of the housing policy, including noise complaints, unauthorized guests, leaving doors ajar, or leaving an apartment in an unsanitary state), will be issued with a final warning from the Housing Office. Students may be issued a final warning at the first violation depending on the circumstances of the incident.

3. Probation:

Students who have already received a final warning and are reported for an additional violation (whether it be to any element of the housing policy, including noise complaints, unauthorized guests, leaving doors ajar, or leaving an apartment in an unsanitary state), risk being placed on non-academic probation. This will require follow-up on behalf of the student throughout the semester. Students may be issued probation at the first violation depending on the circumstances of the incident.

4. Suspension and/or Eviction:

Students who have committed a policy infraction of any kind after already being placed on non-academic probation, or who commit a policy infraction of a very serious nature (whether it be to any element of the housing policy, including noise complaints, unauthorized guests, leaving doors ajar, or leaving an apartment in an unsanitary state), will be suspended and/or evicted from their AUP Housing. If you lose your AUP housing due to violations, you will not be eligible for any refund of fees or rent.

Please note that Residential disciplinary action may be accompanied by University-wide sanctions

#### 4. RESPONSIBILITIES

Office of Residential Life	Provides information to students, prospective students, and their families about housing options at AUP. Provides housing support services to students throughout their academic careers. Evaluates Housing Exemption requests and responds in a timely manner. Reviews and makes final determinations on housing conduct violations.
Student	Responsible for understanding this policy and the Student Code of Conduct. Timely submission of any Housing Exemption Request; payment, taxes, etc.

#### 5. DEFINITIONS

Security deposit	Money paid to a landlord to ensure payment in case of damages or unpaid rent and utilities.
AUP Housing	The AUP and partner residences available to incoming undergraduate students.
Database Housing	The listings of apartments, studios, and host families available to returning and graduate students. The housing office works as an intermediary in students' search through the database.
Housing insurance	Required of all tenants in France, ensures coverage in case of water leaks, fires, or other unforeseen problems in an apartment that are not a result of tenant negligence.
<i>Etat des lieux</i>	Required in France, this is a form filled out at the very start and end of a rental contract, to make a written report of the state of the apartment. The comparison of the <i>etat des lieux</i> from the entrance and departure will demonstrate any need for reparations due to tenant negligence.

6. APPROVALS & HISTORY

August 2023                      This longstanding policy was edited and reviewed.

December 2023                  Leadership Team approval.

December 2026                  Next review.

7. ISSUING OFFICE AND CONTACT

The Office of Residential Life

[housing@aup.edu](mailto:housing@aup.edu)

01 40 62 05 97 / 01 40 62 05 99 / 01 40 62 06 86