



UNIVERSITY HOUSING & RESIDENCE LIFE

2010-2011

RULES & REGULATIONS

Revised October 1, 2009

**ARMSTRONG ATLANTIC STATE UNIVERSITY
UNIVERSITY HOUSING & RESIDENCE LIFE
2010-2011 RULES & REGULATIONS
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**ARMSTRONG ATLANTIC STATE UNIVERSITY
UNIVERSITY HOUSING & RESIDENCE LIFE
2010-2011 RULES & REGULATIONS**

NOTE: AASU Housing and Residence Life reserves the right to edit, change, revise, and/or otherwise update this document as necessary. Residents will be given two weeks notice from the date of any policy changes before the new regulations will be enforced.

I. FIRST YEAR LIVE-ON REQUIREMENT

A. First year undergraduates (less than 30 credit hours) enrolled as a full-time student, as defined in the AASU Undergraduate Catalog, are required to live in University Housing. Students transferring to AASU with fewer than 30 completed hours of college credit accepted by the University are also required to live in University Housing. In general, first year undergraduates will be housed in Windward Commons. First year undergraduate transfer students may be placed in one of the apartment communities should Windward Commons be filled at the time of application.

Note: Credits earned through CLEP, AP, or hours earned through concurrent enrollment or similar opportunities may not be part of the 30 hours for required living in University Housing.

B. Metro area Opt-Out option: Students who live in the Savannah metro area (Bryan, Chatham, Effingham and Liberty Counties) may **Opt-Out** from the First Year Live-On Requirement by mailing/faxing/electronically sending a completed and signed Opt-Out form to the Office of Housing & Residence Life no later than July 16, 2009 for the Fall 2010 semester; December 10, 2010 for the Spring 2011 semester or May 1, 2011 for the Summer 2011 semester. The Opt-Out form can be downloaded from the Housing & Residence Life webpage www.housing.armstrong.edu.

C. Exemptions to First Year Live-On Requirement: Exemptions to the First Year Live-On Requirement may be requested for the following reasons and must be supported by appropriate documentation:

- Married (must provide copy of marriage license)
- Custodial parent of a dependent child (must provide copy of birth certificate and custodial decree)
- 21 years of age or older prior to the first day of the semester entering (must provide birth certificate)
- Completed 30 or more hours of college credit accepted by AASU
- Enrolled **only** in on-line courses
- Active military (must provide copy of orders)

Students who wish to apply for exemption to the First Year Live-On Requirement should download and complete the online form.

Note: Even if the student qualifies for an exemption or can Opt-Out of the First Year Live-On Requirement, the student must complete the Request for Exemption from Live-On Requirement form or the Opt-Out form and submit the completed form to Housing & Residence Life no later than thirty (30) days prior to the first day of class of the term for which the exemption is requested.

D. Any First year undergraduate (less than 30 credit hours) enrolled as a full-time student who does not apply for University Housing thirty (30) days before the first day of class will be automatically assigned to housing and his/her Student Account will be billed.

II. ENROLLMENT REQUIREMENT

A. Undergraduate students must be enrolled in a minimum of 9 credit hours during the fall and spring semesters to be eligible to live in University Housing.

B. Graduate students must be enrolled in at least 3 credit hours during the fall and spring semesters to live in University Housing.

C. New students requesting housing during the summer term must be enrolled in at least 3 credit hours.

D. A student who falls below the required hours may petition to remain in campus Housing. A Full Time Status Waiver must be completed and submitted to University Housing within 72 hours of falling below the credit hours requirements as stated above. If the waiver is denied, Student must move out within 72 hours of notification of denial. The Waiver may be revoked by the University Housing at any time, in which case Student will be given 72 hours to vacate the premises. Applicable housing fees are owed per conditions stated in the Residence Hall Agreement.

E. Students residing in campus housing for the Fall and/or Spring semester are not required to enroll in classes for the Summer semester, however not enrolling in classes does not exempt the student from the terms of the Housing Agreement including all payments due.

F. Students must show proof of immunization as required by the University Admissions Office.

III. ASSIGNMENTS

A. Roommate assignments are made without regard to race, color, religion, national origin, age, personal appearance, family, political affiliation, actual or perceived physical or mental disability, or status.

B. The University will assign a room based on available housing space after the student – and where appropriate, his or her guardian – has signed this Agreement and paid the required \$250 application fee.

C. In general, first year undergraduates (freshmen) will be placed in Windward Commons; other undergraduates will be placed in Windward Commons on a first come, first served, space available basis or in one of the apartment complexes (Compass Point, University Crossings, University Terrace I and University Terrace II). Graduate students will be placed primarily in University Terrace I unless another apartment complex is requested. All assignments to on-campus housing are on a first come, first served, space available basis.

D. The University reserves the right to make room assignments, to authorize or deny room and roommate changes, to consolidate vacancies, and to require a student to move from one room or residence hall to another. The University further reserves the right to make room changes during the year as deemed necessary by Housing & Residence Life.

E. Rooms in University Housing may only be occupied by the student(s) assigned to that particular space.

F. A student's right to occupy a room pursuant to this agreement may not be assigned or transferred or sublet by the student without the written approval of Housing & Residence Life. Room assignments may be changed only upon written authorization from the Director of Housing & Residence Life or the Vice President for Student Affairs. Under normal circumstances, no changes of room assignments will be made during the first three weeks of each semester.

G. Students of the opposite gender will not be assigned to; nor may they reside in, the same room.

H. The University reserves the right to terminate any student's assignment, without refund of any monies, for failure to comply with University Housing regulations, University regulations, or if the student's actions are found to be detrimental to the health or safety of themselves or others.

I. The University reserves the right to assign students to temporary space when necessary. Students so assigned will be reassigned to permanent space as it becomes available.

J. Preference for University Housing will be given to incoming first year undergraduates (freshmen), student's who live outside of the Savannah metro area of Bryan, Chatham, Effingham and Liberty Counties, and full time students enrolled in 12 or more credit hours.

K. In general, University Housing will be assigned on a first come, first served, space available basis.

L. Special needs. Students with special needs including those who need housing accommodations must self identify and must also complete and file a request for housing accommodation with Disability Services at least 60 days prior to the student's anticipated move in date otherwise a room may not be available.

1. The University has a limited number of rooms designed to accommodate wheelchair access. Students who desire or need an ADA compliant room must have a completed

housing application and a completed Request for Housing Accommodation on file no later than June 15, 2010 for the Fall 2010 semester; November 8, 2010 for the Spring 2011 semester; and April 15, 2011 for the Summer 2011 semester.

2. **The University will release all unassigned ADA compliant rooms for use by other students after June 15, 2010.** As such, the University may not be able to accommodate a request for housing accommodations made after June 15, 2010.

M. Privacy. A student may be required to share a bedroom with another student of the same gender i.e. male-male or female-female. This is particularly true for those students who apply for University Housing after May 30th, 2010. However, every effort will be made to provide a private bedroom or semi-private for each student on a space available basis. Each student assigned to University Housing will be expected to share use of the common areas of the space assigned.

N. Assignment Changes. Students may submit requests for housing assignment changes during designated periods. Residents are responsible for paying a **\$100.00 assignment and/or room change fee** prior to relocating to a new assignment.

1. Once a housing assignment change has been approved, the student will be given 48 hours from the time they are notified of their new assignment to pick up their keys. Once the student has picked up the keys, they will be given 72 hours to move into their new unit.
2. Residents who attempt to move to a new bedroom and/or apartment without approval from University Housing and Residence Life will be charged a **\$250.00 improper-move fee**.

O. Late Arrival. Failure to check-in or to occupy an assigned space by 5:00 p.m. on the first day of class as established in the academic calendar could result in assignment of the room to another student unless the student sends an advance written request for an extension of the arrival period and it is granted in writing by the Director of Housing & Residence Life and/or his/her designee.

IV. CANCELLATIONS AND APPEALS

A. Any student wishing to request cancellation of their housing agreement must submit a Residence Hall Agreement Cancellation Request Form (available online or in Housing & Residence Life) to Housing & Residence Life. Cancellations will not be deemed terminated until officially approved.

B. Cancellation of Housing Prior to the First Day of Classes for the Academic Year. When the request is received prior to the first day of classes for the academic year, the following will occur:

1. If the student has a signed agreement on file and enrolls in classes for the fall semester, spring semester, or summer semester, the student will be held responsible for fulfilling the agreement, including full payment of room charges (including meal plan), and a space will be reserved for the student on campus.

2. If a new student has a signed agreement on file, but does not enroll in classes for the fall semester, spring semester, or summer semester, the agreement will be cancelled, room rent charges will be removed from the student's account, and the student will forfeit the \$ 250 application fee.

3. If a current resident student in University Housing submits a new housing agreement for the 2010-2011 academic year, but does not enroll in classes for the semester indicated in the application, the agreement will be cancelled, and the student will be charged 50 % of the housing charges for the semester.

C. Cancellation of Housing During the Academic Year. Generally, once classes have begun, requests for cancellation are only considered for the following reasons:

1. Voluntary withdrawal from the University after the student has officially withdrawn from the University with the appropriate written notification and approval as required by the University.

2. Leave of absence from the University after the student has completed the appropriate written notification and approval as required by the University.

3. Marriage, after such marriage has taken place and legal verification has been provided to Housing & Residence Life.

4. For reasons other than those listed, the student must be able to demonstrate that a significant, uncontrollable, and unforeseen change has occurred since the time that the agreement was signed, that now requires release from the agreement. Verifiable third party documentation that supports the request must be provided at the time the request is made.

In the above cases, if cancellation is approved, the agreement will be cancelled and the student will be charged on a pro rata basis for the time spent in University Housing as well as 50% of the remaining charges for the remainder of the agreement term. A student who files a request for cancellation after the sixth week of class of either the fall (September 25, 2010) or spring semester (February 21, 2011) will be charged for the entire semester plus 50 % of any additional semester/term e.g. if a two semester agreement is cancelled in November, the student will be charged the full amount for the fall semester for housing and meals and the student will also be charged 50% of the total amount due for the spring semester. Any amount due the student for room charges (minus any outstanding balances remaining on the student's account) will be refunded to the student by the University Bursar's Office pursuant to policies established by that Office. Vacating the premises and/or non-occupation of the assigned space does not release the student from contractual obligations.

D. Cancellation of Housing for Special Circumstances. Students may also request cancellation of their housing agreement in the following situations. In these cases, if approved, the students will be released from their housing agreement without being assessed a cancellation fee; however, the student will be charged on a pro rata basis for the time spent in University Housing.

1. A student will be released from the agreement at the end of the fall semester if requirements for graduation have been completed and the Residence Hall Agreement Cancellation Request Form is received in Housing & Residence Life prior to November 15, 2010.

2. A student will be released from the agreement at the end of the fall semester if the student is working on a University approved study abroad program or other comparable University approved program and the Residence Hall Agreement Cancellation Request Form is received in Housing & Residence Life prior to November 15, 2010.
3. A student will be released from the agreement if they are called to active military duty so long as the student submits a Residence Hall Cancellation Request Form and a copy of their military orders. Student must be in the military prior to signing the Residence Hall Agreement to be considered for release. In this instance only, a refund of room charges will be made on a pro rata basis less any outstanding balance owed on the student's account.

E. Cancellation of Housing due to No Show. In the event a student does not arrive to check into their on-campus assignment and has not submitted a Residence Hall Agreement Cancellation Form by 5 p.m. on the third day of class, the following will occur:

1. If a student has a signed agreement on file and enrolls in classes for the fall, spring or summer semester, as indicated in the application, the student will be held responsible for fulfilling the agreement, including full payment of room charges, and a space will be reserved for the student on campus.
2. If the student has a signed agreement on file, but does not enroll in classes for the fall, spring or summer semester, as indicated in the application, the agreement will be cancelled, the student will forfeit the \$250 application fee and the student will be responsible for paying room rent charges equal to one week (seven days) of occupancy.

F. Terminations by the University. The University may terminate a student's housing agreement, with no right to a refund for the following reasons:

1. Nonpayment of room and board charges;
2. Disciplinary suspension or expulsion of the student from the University;
3. Disciplinary eviction of the student from University Housing;
4. Failure by the student to meet the University's academic and/or technical requirements;
- or
5. Violation of a material term or condition of occupancy by the student and/or the student's guest(s).

The student will be required to immediately vacate University Housing upon termination of the housing agreement. The student remains responsible for all Housing fees as set forth in Section IV.C above. The University reserves the right to take necessary measures to remove a student and belongings remaining in University Housing after termination of the agreement.

G. Cancellation/Assignment Change Appeals. In the event that a student's request for cancellation or assignment change is denied, or if the University terminates a student's housing agreement, the student may choose to submit a written appeal to the Vice President of Student Affairs. All appeals must be submitted in writing within three (3) working days of receipt of the decision by Housing & Residence Life. All materials in the case will be reviewed by the Vice President or her designee and a final decision will be communicated in writing, normally within three (3) working days of receipt of the appeal.

V. CHECK-IN AND CHECK-OUT REQUIREMENTS

A. All residents must complete the check-in or check-out process when moving into or out of a room in University Housing. This process includes an appointment with a Residence Hall staff member, assessment of room condition/damages, issuing or returning keys, and signing the check-in or check-out form, as appropriate.

B. Residents must report any and all damages and/or facility concerns not already documented on the RCR to the Department of University Housing and Residence Life within 48 hours of move-in so that the documentation on file can be updated. If no damages and/or facility concerns are reported **within 48 hours**, the resident is accepting responsibility for the condition of the unit.

C. Upon check-out, residents must remove all refuse and discarded material and leave the room clean.

D. Residents are responsible for scheduling a move-out inspection with the central Housing Office before moving out of their assigned unit. All move-out inspections must be scheduled with the central Housing office during regular business hours (Monday through Friday between 8:30 am and 5:00 pm) a minimum of **48 hours in advance**. Residents failing to schedule a move-out inspection within the mandated time will be charged a **\$100.00 improper move-out fee**.

E. Residents not prepared (i.e. all items have not been removed from the unit) at the time of their scheduled move-out inspection will be charged a **\$100.00 improper move-out fee**.

F. Charges for additional required cleaning, removal of personal property, or for any loss or damage caused by the residents will be assessed and charged to the resident's student account.

G. Students who fail to check out of their assigned space by the end of the occupancy period will be assessed a service charge of \$100 per day for each day the student fails to complete a proper checkout. This is in addition to any other charges associated with improper move-out, including the student's failure to complete a move-out inspection, by Housing & Residence Life.

H. Keys. University Housing and Residence Life Staff will issue keys to Residents upon move-in. Keys must be returned when student moves out of unit.

1. If a key is lost or not returned at the move-out inspection, or if a temporary key is not returned within the stated time, the lock will be re-cored and new keys will be made.
2. The cost for these services (**\$75.00 for apartment entry doors, \$75.00 for bedroom doors, and \$25.00 for mailboxes**) will be charged to the student account of the Resident(s) responsible. These charges are subject to change.
3. Improper use and/or abuse of temporary key/lockout policy may result in judicial action and/or an administrative re-core.
4. All keys are property of the University. Unauthorized duplication of keys will result in disciplinary action.

VI. RESPONSIBILITY FOR ASSIGNED SPACE

A. The Resident is responsible for the condition of the assigned space and shall reimburse University Housing for all damages to the space and damage to or loss of fixtures, furnishings or properties furnished under the Housing Contract.

B. No alterations may be made to the area or furnishings provided by the University. All furniture in Resident's assigned space at the time of move-in must remain there for the duration of the resident's contract. The Resident may not remove, store, or trade furnishings from his or her assigned space. There is a **\$250.00 charge** for violating this policy.

C. Additional furnishings brought into the unit by the Resident(s) must be freestanding and clear of all existing furniture, fixtures, and walls.

D. A Resident's unit shall be used solely as a private residential dwelling and not for other purposes.

E. Soliciting, canvassing, or the use of University Housing as a location for selling and advertising is prohibited.

F. Assigned room and/or apartment will be considered abandoned if payment has not been received and the Resident(s) cannot be reached and/or contacted by University Housing and Residence Life Staff. The Department of University Housing and Residence Life will dispose of any and all abandoned property. All items left in University Housing at move-out or at the end of the housing agreement will be considered abandoned.

G. University Housing Reserves the right to use any vacant room to house another residential student. This does not release the former resident from their financial responsibilities according to the Housing contract.

H. Mold and Mildew. It is necessary for Student to provide appropriate climate control, keep the space clean, and take other measures to prevent mold and mildew from accumulating in the space. Residents must clean the space on a regular basis to remove visible moisture accumulation on windows, walls and other surfaces as soon as reasonably possible. Student cannot block or cover or obstruct heating, ventilation or air conditioning ducts in the space. Student must immediately report to University Housing:

1. Any evidence of water leaks or excessive moisture in the space as well as in any storage room and/or common area.
2. Any evidence of a mold or mildew that cannot be removed by applying a common household cleaner.
3. Any failure or malfunction of the heating, ventilation or air conditioning system(s) in the space.
4. Any inoperable windows and/or doors.

Student accepts responsibility for damage to the apartment and Student's property as well as injury to Students resulting from failure to comply with these mold prevention measures.

VII. RESPONSIBILITY FOR COMMUNAL PROPERTY

A. Residents are expected to take every precaution to assure that communal property (including, but not limited to, hallways, baths, stairwells, elevators, lounges, study rooms, utility rooms, breezeways, courtyards, and conference rooms) is not abused.

B. In buildings or areas where the University has determined that there is abuse or destruction of University Housing and Residence Life property and the responsible individual(s) cannot be identified, all residents may be held responsible for paying a fee to repair and/or replace damaged items.

VIII. INSPECTIONS AND ACCESS

A. The University may enter student rooms without notice if it has reason to believe a health or safety emergency exists. In the event of such an emergency, the University will give prior notice whenever possible under the circumstances.

B. The University is responsible for the monitoring and maintenance of University property. Entry into rooms for routine maintenance will be made only after notice of the inspection and entry is provided at least 24 hours in advance.

C. The University will not intrude into a student's personal effects or otherwise search a room except with permission of the student or of another occupant, or by appropriate legal authorities with a search warrant. The University is guided by the "Plain View Doctrine" and may report evidence of unlawful acts in "Plain View". This means that if prohibited or illegal items are observed in Plain View, the items can be seized and used in a campus hearing or by law enforcement, as appropriate.

D. All student rooms are checked immediately after the University closes for published breaks (fall break, spring break, etc.) and throughout the year for maintenance, safety, and security reasons.

IX. PROHIBITED ITEMS

A. The possession or use of any other item dangerous item as identified by University Housing and Residence Life and/or the University is strictly prohibited and may result in removal from University Housing and/or disciplinary action from the University. Residents may also be subjected to criminal prosecution for possession of said items.

B. Prohibited items include, but are not limited to, the following: candles, firearms, bows and arrows, paint-ball guns, air-soft guns, aerosol guns, slingshots, explosives, fireworks, halogen lamps, gas and/or charcoal grills, incense, flammable fluids, dangerous chemical mixtures, and propelled missiles.

C. Possession of candles in Resident(s) unit will result in an immediate **\$50.00 candle fine**. If the candle is found in a common area of the apartment, each resident of the unit will be billed \$50.00.

X. FIRE DRILLS, SPRINKLERS, AND ALARMS

A. All residents must cooperate and participate in fire drills. Residents must evacuate the residence hall during a fire alarm, including but not limited to, scheduled fire drills. Failure to evacuate during a fire drill could result in a fine or in a student conduct violation.

B. Tampering with fire alarms, fire sprinklers and smoke detectors is prohibited and will result in disciplinary action including removal from the residence hall, and/or possible legal action. Residents who tamper with the fire sprinkler system and cause a sprinkler head to activate will be responsible for all water damage caused by the sprinkler to the room and other surrounding rooms as well as any damage caused to personal property belonging to another student. Residents who cause damage to a fire sprinkler system will be responsible for all costs incurred to repair the system. Determination of the amount of loss or damage shall be made by the University at its sole discretion. Failure to pay the assessment will result in a hold of the student's registration, graduation, or issuance of transcripts and may result in termination of the student's housing agreement.

XI. RESTRICTED AREAS

The roofs, ledges, attics, storage closets, and mechanical/electrical equipment rooms of all University Housing-owned buildings are restricted areas for all Residents. Violators of this policy will be subject to disciplinary action.

XII. PETS

A. The only pets permitted in University Housing properties are fish. Aquariums for fish are limited to a ten-gallon capacity.

B. Those violating this provision will be charged a **\$250.00 pet fine**, will be required to remove the pet, and may face disciplinary action. If the pet is found in the common area of the apartment, each resident of the unit will be billed **\$250.00**.

C. Additional fees for any required cleaning and/or pest extermination related to a violation of the pet policy will be charged to the Resident.

XIII. ALCOHOL

A. In accordance with University policies, alcoholic beverages are not permitted in University Housing properties.

B. No alcoholic beverages (including empty, partially full or full containers) may be brought to, stored, displayed, or consumed in any residential community to include the parking lots and adjacent University Housing property, regardless of the age of the Resident(s).

C. Possession, consumption, or displays of alcohol or alcohol containers by any person, regardless of age, is not permitted in any University Housing Property. Examples include: alcohol bottles, alcohol cans, alcohol boxes, or specialized alcohol glasses (shot glasses, pint glasses, wine glasses, margarita glasses, etc...) even for decorative purposes.

D. Violations will be referred to the Judicial Affairs Program and the Armstrong Atlantic State University Police Department when applicable.

XIV. SMOKING

A. Smoking is not permitted in any residential community building or within one hundred (100) feet of an exit and/or entrance.

B. An automatic fine of **\$50.00** will be charged to any student(s) smoking next to or inside any residential building.

C. Cigarette butts should be properly disposed of and are not to be thrown on the ground in any residential community.

D. Students who violate the above stated smoking policy may be referred to the Judicial Affairs and/or have charges placed on their account.

XV. CONTROLLED SUBSTANCES

A. The manufacture, distribution, sale, possession, or use of marijuana and/or other controlled substances and drugs is prohibited.

B. Any person who is found guilty of the manufacture, distribution, sale, possession, or use of illegal and controlled substances, or dangerous drugs as defined by the Armstrong Atlantic State University Student Code of Conduct, or as defined by Local, State, and/or Federal laws will be referred to the Judicial Affairs Program and/or the Division of Student Affairs, and will face suspension and/or disciplinary action from the University. Residents will also be subject to criminal prosecution.

XVI. INTERNET CONNECTIVITY AND USEAGE

A. The Internet connection provided by University Housing and Residence Life is to be used for educational purposes only.

B. Unapproved file sharing is prohibited. Any Resident found to be abusing Internet privileges may have his or her Internet Privileges revoked.

C. The downloading of copyrighted materials may subject the Resident to criminal prosecution.

D. The Armstrong Atlantic State University Computer and Information Services (CIS) Department provides Internet Service to the Compass Point and Windward Commons Communities. Residents of Compass Point and Windward Commons should submit Internet Issues to the Compass Point Office and/or the CIS Helpdesk.

E. Comcast provides Internet Service in the University Crossings, University Terrace 1, and University Terrace 2 communities. Residents of those communities should submit Internet Issues/concerns through the online work request system or Central Housing and Residence Life Office.

XVII. GUESTS AND VISITATION

A. Guests are defined as family members, friends or other persons related to or affiliated in any way with the Resident.

B. Residents are responsible for the behavior and actions of their guest(s) while they are in a University Housing and Residence Life residential community, and must inform them of the policies and protocols of the Department of University Housing and Residence Life, and the Armstrong Atlantic State University Code of Student Conduct.

C. Residents are restricted to a total of 8 guests in a unit at any given time. Any group large than 12 should reserve a space in the Compass Point Clubhouse.

D. Overnight guests of the opposite sex are not permitted. Same gender overnight guests are only allowed with the consent of the other roommate(s). Such guests are only permitted to remain a total of 2 nights at any one time, and no more than a total of four nights of overnight visits per month. Each resident is restricted to a maximum of 2 overnight guests at any given time.

E. Guests who violate the visitation policy are subject to criminal prosecution.

XVIII. INCIDENT REPORTS

A. An incident report will be written to document an infraction of Housing or University policy. These reports are issued by Community Assistants or others designated by the Department of University Housing and Residence Life.

B. Infractions of University Housing policies may be dealt with administratively or through a student judicial system.

XIX. VEHICLES AND PARKING

A. Residents of University housing are allowed to operate one properly tagged and functioning passenger motor vehicle or truck (with no commercial lettering) not in excess of three quarter (3/4) ton GVW (Gross Vehicle Weight) on the University campus.

B. Trailers, campers, and boats are not permitted and will be towed at the owner's risk and expense.

C. Residents are prohibited from using any parking area on University property for the storage or repair of any motor vehicle including oil changes or disposal.

D. Any vehicle parked so as to block or inhibit access to any dumpster, fire lane or University building will be towed at the owner's risk and expense.

E. Residents are required to obtain a University parking permit decal each academic year and are also required to adhere to all parking rules and regulations.

F. Residents are not permitted to wash vehicles or change the oil of a vehicle on campus property.

XX. UNIVERSITY LIABILITY

A. Although security precautions are taken, the University does not assume any legal obligation to pay for injury to person (including death) or damage to automobiles or to items of personal property which occurs in University buildings or on University grounds prior to, during, or subsequent to the period of this contract. Students or their parents are encouraged to carry appropriate insurance to cover such losses.

B. National Student Services, Inc (<http://nssinc.com>) and CSI Insurance Agency, Inc. (<http://www.collegestudentinsurance.com>) are two carriers that provide personal property coverage. Depending on the policy, personal property coverage would protect such things as laptops, Mp3 players, musical instruments and other property from theft, fire, vandalism etc.

C. The University requires all students including residents of University Housing, to pay student health fees.

XXI. RESPONSIBILITY FOR INFORMATION

Residents are responsible for all policy and procedural information posted on bulletin boards and/or disseminated through University Housing and/or University publications, mass emails, and newsletters.

XXII. OTHER POLICIES

The Department of University Housing and Residence Life reserves the right to prohibit any item or activity deemed by the Department and/or University to be harmful, unadvisable, or not in the best interest of the University or its students. Residents are required to know and comply with all policies and regulations contained within the Code of Student Conduct, and other University Housing and Residence Life and/or University publications.

**ARMSTRONG ATLANTIC STATE UNIVERSITY
UNIVERSITY HOUSING & RESIDENCE LIFE
RULES & REGULATIONS**

STANDARD HOUSING FINES

Note: Additional Fines and Fees may be assessed as necessary

- Improper Move-Out Fee- \$100.00
- Per day fee for failure to move out by the last day of the Housing contract- \$100.00
- Removal, storage, or trading of furniture in an assigned space- \$250.00
- Replacement of front door key- \$75.00
- Replacement of bedroom key- \$75.00
- Replacement of mailbox key- \$25.00
- Assignment/Room Change Fee- \$100.00
- Improper move-fee- \$250.00
- Candle Fine- \$50.00
 - \$50.00 charged to each residents of unit if in common area
- Pet Fine- \$250.00
 - \$250.00 charged to each residents of unit if in common area
- Smoking Fine- \$50.00