

**CENTRE RÉGIONAL DES ŒUVRES
UNIVERSITAIRES ET SCOLAIRES DE REIMS
(STUDENT WELFARE OFFICE)
CHAMPAGNE-ARDENNE**

STUDENT HALLS OF RESIDENCE – REGULATIONS

THE DIRECTOR OF THE REIMS CROUS,

- IN VIEW OF articles L822-1 to L822-5 of the Code of Educational Law,
- IN VIEW OF decree no. 87-155 of 5 March 1987 amended by decree 96-68 of 29 January 1996 and its expectations,
- IN VIEW OF the decision of the Board of Directors of the REIMS Centre Régional des Oeuvres Universitaires et Scolaires dated 25 June 2008,

RULES AS FOLLOWS

PRELIMINARY ARTICLE

The Centre Régional des Œuvres Universitaires et Scolaires de l'Académie de Reims Champagne-Ardenne is a public administrative establishment. It allocates accommodation in the university halls of residence under its management, giving priority to students holding grants given on the basis of social criteria and who satisfy the conditions for admission or readmission. Any student admitted to a university hall of residence agrees to respect these internal regulations and recognises that he/she has been informed of possible sanctions if the measures are not respected.

The principal objective of these internal regulations, applicable to the whole of the university halls of residence made up of furnished accommodation subject to articles L.632-1 and following of the Building and Accommodation Code of the Centre Régional des Œuvres Universitaires et Scolaires, is to maintain a harmonious environment in these halls. However, it is the responsibility of the residents themselves to make sure the regulations are respected and to apply the principles of community life.

**SECTION I
ADMISSION**

Article 1:

Admission is decided by the director of the Regional Centre on the basis of the principles agreed by the *Commission de Vie en Résidence*.

Admission to C.R.O.U.S. accommodation is limited to students aged less than 30 years old on 1st September of the current academic year.

All residents must be registered in an establishment or section of establishment giving eligibility to student social security. They must hand in a completed

student social file to the C.R.O.U.S. before the deadline given.

Proof of student status will be given to the residence manager on arrival, and at the latest within one month of receiving the keys.

Other categories of person may be admitted in application of article 4 of the law of 16 April 1955 if there is room available in accordance with the special procedure and taking account of actual operating costs.

Persons admitted in this way will be subject to these regulations.

An accommodation committee examines and validates the presentation of the lists of applicants according to the criteria of the student social dossier, taking into account the reports and studies presented by the student social file management department - Admission is decided in all cases for the academic year. A student social file must be completed each year.

Article 2:

Admission only becomes final on production of:

- a guarantee of joint and several responsibility **which is a legal document** for the duration of the whole academic year (the guarantee must be in the name of a third party residing in a European Union country whose solvency is justified by documents proving income and address; two copies of the guarantee must be supplied),
- an insurance certificate covering the tenant's risks,
- the payment of a deposit of one month's rent.
- The signature of the rental contract.

Student status will be checked, as well as the possession of a residency permit for foreign students.

**SECTION II
REGIME OF OCCUPATION**

Article 3:

The decision of admission made by the director of the centre regional includes the right of occupation of the accommodation for the beneficiary. Its duration cannot exceed in any case the duration of the academic year for which admission has been granted.

The director of the C.R.O.U.S. or his representative retains right of entry to the accommodation in case of necessity.

Article 4:

The right of occupation of the accommodation is temporary and revocable. It will be revoked automatically by the director of the C.R.O.U.S. if the tenant loses student status or if fees or rental payments are not made.

It is revocable by decision of the director of the C.R.O.U.S. if the student does not actually occupy the accommodation, it may also be removed for disciplinary reasons in accordance with the measures provided for in article 24.

Article 5:

Occupants who cannot give evidence of a decision of admission, or whose right to occupy has expired for whatever reason, must leave the premises immediately.

SECTION III FINANCIAL ARRANGEMENTS

Article 6:

The amount of monthly and nightly fees or rental due by the student for the occupation of the accommodation is fixed by the board of directors of the regional centre.

No indemnity or reduction in fees will be due to the sub-lessee for restrictions or interruptions in heating, water, electricity, lift or other electromechanical equipment services, or in case of water infiltration, insofar as these restrictions or interruptions fall within the conditions set out in article 1724 of the Civil Code.

Article 7:

The fee or rental is due monthly in advance for the duration of the stay.

However a resident is authorised to leave his room if he/she gives one month's **written notice**, from the date of the letter stamp or deposit of the notice at the residence administrative office.

When notice is given for a date during a month, the month's rent is due in full.

Article 8:

The fee or rental is payable on the first day of the month, for the whole of the month.

Any month started is due in its entirety.

Any student who, at the end of the month, has not paid the fee or rental for the month concerned may, after being given notice by the manager of the residence, have his/her right of admission withdrawn by the director of the regional centre.

A student housed in a university residence may benefit from a housing allowance (APL / ALS).

Article 9:

The management will return **the deposit** paid before arrival in the residence to the student, if necessary minus any sums still owed for any reason to the C.R.O.U.S.

SECTION IV TERMS OF OCCUPATION OF THE ACCOMMODATION

Article 10:

A student admitted to a university residence is responsible for the accommodation together with the furniture and equipment that it contains.

An inventory will be drawn up together with the management on arriving and on leaving the accommodation.

The student will be liable for any damage, loss, theft or disappearance of objects invoiced by the C.R.O.U.S. management.

Article 11:

For reasons of safety, holes may not be made in the walls, floor or ceilings. Excessive use of multiple adaptors, the use of any electrical equipment with particularly high energy consumption and the storage of dangerous or inflammable products are also forbidden.

The student may not hang washing, flower pots or cages at the windows, or install any other object on the window sills.

Pets are forbidden.

The student must respect the rules of hygiene by regularly cleaning the accommodation. The student must leave his/her rubbish in the bins or containers provided.

Article 12:

Every student must have insurance cover for risks related to the tenancy.

The management declines all responsibility theft or accidents suffered by students in the accommodation.

Article 13:

The student must give staff duly authorised by the director of the C.R.O.U.S. free access to the accommodation whenever required for technical, safety or hygiene reasons.

SECTION V ACCESS - VISITS – ABSENCES

Article 14:

All visitors must leave **the residence** by 11 pm.

All visitors must respect the rules of access to the establishment laid down to ensure the comfort of the community.

The resident will be responsible for the behaviour of his/her visitors.

Article 15:

A resident may not under any circumstances and for whatever reason make the accommodation available

to a third party. In particular, visits may not give rise to accommodation.

A resident whose room accommodates a third party unofficially will be held responsible and will be liable to disciplinary action, which may include expulsion.

Article 16:

The resident is responsible for his key and his pass. In case of loss or no return, he/she will be responsible for the appropriate costs together with any other consequences. Keys and passes may under no circumstances be loaned or duplicated.

SECTION VI COMMUNITY LIFE

Article 17:

Any resident who is aware of suffering from an infectious disease must inform the social services or the manager of the residence.

Article 18:

In each residence a **residents' committee** is set up by the manager of the residence. The number of its members is fixed by the director of the C.R.O.U.S.

The residents' committee has an active privileged role in leading community life and is qualified to deal with all issues related to life in the residence.

Article 19:

As far as they respect the law and regulations any social, philosophical, religious, political, cultural or trade union opinion may be expressed by one or several residents, with the reserve that different opinions must be totally respected, and order must be maintained within the residence.

These associations must declare their existence, aims, means to be used and the names of their officers to the residence manager; this declaration does not exempt them from any of the formalities provided for by the law.

Any association may have its offices in a residence on the express authorisation of the director of the regional centre.

Priority is given to associations for the use of common areas.

Article 20:

For any meeting of whatever nature, organised by the residents or an association, a file must be completed and handed in to the residence manager three working days before the event and submitted to the residence manager's approval.

Article 21:

Any poster displayed in the residence must bear the stamp of the establishment or have the authorisation of the management.

Posters are not authorised elsewhere than on the notice boards provided.

Article 22:

Residents must avoid any activity or noise liable to disturb the work or rest of the other residents at any time, day or night.

Article 23:

Any infringement of the respect or peace of others, and any damage of their goods or non respect of community life, will be punished.

SECTION VII

SANCTIONS AND DISCIPLINARY PROCEDURE

Article 24:

Any breach of these regulations may lead to the application of the disciplinary measures listed below in order of severity.

Any general breach of these internal regulations may be sanctioned by a warning.

A warning is given by the manager of the residence after a prior interview with the student concerned.

The warning is written. The complaints against the student must be described as precisely as possible.

The warning must be delivered in the presence of the residence manager and must be signed by the student.

The student has three days in which to appeal. A student who does not appear in person will be considered as having been warned by default.

A student who has received a warning may not benefit from summer residence except by appeal to the *Commission de Vie en Résidence*.

After a second warning, the student is expelled. He may appeal to the *commission de vie en résidence* which will give its opinion on the student's expulsion. Summer residence will not be possible.

Article 25:

In urgent or serious cases, the director of the C.R.O.U.S. may expel a student tenant provisionally or definitively after a prior interview. The director of the C.R.O.U.S. systematically informs the *Commission de Vie en Résidence* at the time of its next meeting.

Article 26:

A copy of these regulations is given to the tenant when he/she takes possession of the keys. Before admission, the student agrees in writing, in the rental contract, to respect all the provisions of the regulations.

6 Mai 2011