KOC UNIVERSITY DORMITORY GUIDELINES and REGULATIONS & CONTRACT BETWEEN KU AND EXCHANGE STUDENTS

IT IS COMPULSORY FOR THE EXCHANGE STUDENTS AT KOÇ UNIVERSITY TO COMPLY WITH THE KOÇ UNIVERSITY DORMITORY GUIDELINES AND REGULATIONS OUTLINED BELOW. STUDENTS WHO VIOLATE THESE RULES ARE GIVEN NOTICE VERBALLY OR IN WRITING, DEPENDING ON THE NATURE OF THE VIOLATION. THE ACCUSED STUDENT'S PENALTY CAN BE A FINE (DEDUCTIBLE FROM THE DEPOSIT), WRITTEN NOTICE TO THE STUDENT'S UNIVERSITY OR EXPULSION OF THE STUDENT.

PAYMENT:

Triple room fee with bunk bed is €1.130 / $1.322 for undergraduates (Refundable deposit of €42 or $49 included.) and €1.130 / $1.322 for graduate students (Refundable deposit of €42 or $49 included.) are to be made between 5 - 15 July 2021.

Room assignments are announced on 13th September 2021 on KUSIS.

Students will be entitled to check in on 18th – 19th September 2021.

You can cancel your dorm application by sending an e-mail to housing@ku.edu.tr until 9th August 2021. After mentioned date, dorm applications or assigned rooms can only be canceled and room payments can only be refunded with academic reasons.

Check out date from your room 20th January 2022.

Koç University's OIP is required to submit an official report to the home school coordinator of *each student who violates a dormitory regulation*.

Schedule of Fines

	Point	**Fee**
Smoking	"4" Point	100 TL
Alcohol	"Expulsion"	-
Setting off fire alarms for any non-emergency reason	"4" Point	cost of cleaning + repairs
Prank discharge of fire extinguishers	"4" Point	cost of cleaning + repairs
Keeping forbidden electrical equipment in the room	"2" Point	-
Violation of visitors rule	"2" Point	-
Noise	"1" Point	-
Violation of hygienic measures	"1" Point	cost of cleaning
Renewal of lost room card	-	40 TL
To damage fixtures, furniture and equipment	-	cost of repairs

Students who violate rules and regulations are asked for their letter of apology. After the evaluation of their statements, if necessary, they are given penalty points depending on the type of violation. **Students who reach or exceed 5 penalty points** receive a final warning stating that they **will be expelled from dorms with the next violation that they will commit**.

Rooms: Students are responsible for all fixtures, furniture and equipment (i.e., pre-existing furniture, walls, etc.) in their rooms. Any damage to these items will be taken from the students' deposits at the end of the term.

Students are required to keep their doors closed and locked. The University cannot be held responsible for any personal loss or damage.

Students cannot change their previously assigned rooms, unless the room change requests are approved by the Dormitory Management.

Smoking: Smoking (cigarette and water-pipe) is not allowed by law in common areas such as all dormitory buildings, student rooms, recreation rooms, halls, kitchen, laundry, etc. **"4" Point**

Alcoholic Beverages: It is forbidden to drink and to keep in possession any type of alcoholic beverage in the dormitory buildings and its common areas. **"Expulsion"** Decisions on alcohol-related rule violations that require expulsion from the dormitory are taken by the Dormitory Disciplinary Board by majority vote.

Alcoholic beverage bottles will be confiscated without notice and disposed of by the Dormitory Management.

It is forbidden to come to dormitory rooms intoxicated and cause unrest and mess.

Illegal substances: It is forbidden to keep and use illegal substances in the dormitory. In such cases, legal action is taken by the law enforcers and the questioned person is dismissed from the University. **"Expulsion"**

Room card: In case the room card is lost, broken and becomes unusable, a 40 TL fine is deducted from the student's deposit, and the card is replaced with a new one. The room card is to be used only by its owner; it must not be shared or lent to others. **"2" Point**

Electrical equipment: To prevent fires and other related electrical malfunctions, students are prohibited from keeping and using gas furnaces, electric stoves, toasters, irons and similar electrical and gas devices in their rooms. **"2" Point**

Such equipment will be confiscated without notice and kept in the dorm's storage room until the end of the term. If the resident doesn't claim the equipment within two weeks after the end of the term, Dormitory Management has the right for disposal.

Common areas: The placement of fixtures, furniture and equipment in common areas cannot be changed or damaged. In case of any damage, repair or replacement cost is deducted from all of the students' deposits on that floor. **"4" Point**

Kitchens: In order to ensure security and hygiene, students using kitchen appliances are asked to leave them clean and must make sure to unplug the electrical devices. It is forbidden to cook in any rooms other than the kitchen areas.

In order to ensure hygiene and order, dirty utensils and belongings left in kitchens, recreation rooms, WC's, showers, etc. and other common areas are disposed of by the Dormitory Management without notice. **"2" Point**

Security and fire equipment: It is forbidden to set off fire alarms for any non-emergency reason, to switch off smoke detectors in dormitory rooms, to cause unnecessary fire alarms, to play with fire extinguishers and to use them for purposes other than putting out a fire. **"4" Point**

It is forbidden to use and keep combustible and explosive devices (e.g., fireworks, sparkler etc.) **Expulsion**

Visitors: Students are not allowed to have visitors in the dorms. **"2" Point**

Student ID Card: Using someone else's student ID card or using and/or presenting a fake ID is a disciplinary violation. When asked, the student must present a valid ID. **"2" Point**

Noise and causing unrest: Students are not allowed to make noise or misbehave causing inconvenience for others in the dormitories. It is forbidden to use electronic equipment such as audio systems, television and computers at high volumes. **"1" Point**

It is forbidden to throw objects from dormitory room windows and kitchen terraces to the garden or people below.

Students who are expelled from the dormitories are dismissed from the dormitories. Dorm fees are not refundable.

Non-compliance to rules: Dormitory officers may issue warnings to students regarding any of the afore-mentioned rules.

A statement of apology is collected and discussed regarding the incident.

By booking a room at KU, I hereby accept to face disciplinary action as deemed appropriate by the Dormitory Directorate and understand that a fine may be deducted from my deposit, or I might be expelled from the dormitory in case of non-compliance with the guidelines stated above. I commit to adhere to the Dormitory Guidelines and related updates on the dormitory website.

Name and Surname: **Date:**

Signature: