



# MASTER

## RESIDENCIAS UNIVERSITARIAS

### **Regulations**

The present regulations were written to preserve the harmony, well-being and security of the residents and to maintain respect with each other as well as with the residence's personnel. For this reason, they must be strictly fulfilled. In case any problem arises, it should be communicated to the administration office for it to be solved.

The students should respect every regulation that organise their stay in the residence. As well, they should respect the personnel working there.

### **Admission conditions and rent payment**

To be admitted as resident, the student must be attending tertiary, university or postgraduate courses of studies, or specific courses in educational institutions, or to be working as a passant in enterprises or other institutions that could prove it.

The rent should be fulfilled in advance every 30 (thirty) days. Payments which were fulfilled after deadline will suffer an increment of 1% per delay day.

The term in the residence is from March to December and both months will be fully paid.

If the student should, for any reason, be absent from the institution (private affairs or winter holidays) this will not affect rent payment in any way.

The reiteration of delays or payment after deadline may cause the student to be asked to leave the residence. In this case, the administration will make immediate use of the vacancy (and the student will lose the guaranty deposit month).

### **Registration and guaranty deposit**

To be accepted in the residence the students should pay an annual registration fee. This registration fee is not refundable.

In the same way, they should pay some guaranty deposit, equivalent to the price of the room rent they pay monthly.



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**This deposit will be refunded to the resident at the moment he leaves the residence, provided that this is informed in writing, more than 60 days in advance from the departure date. This notice could be fulfilled up to August the 31th, otherwise the guaranty will cover the December registration fee.**

**The students that will be transitorily accommodated in the residence should notify this at their entrance time. In this case, they should pay a weekly or monthly rent to be just considered for transitory residents.**

### **Entrance hours - guests**

There is not restriction in connection with the entrance and exit hours.

The visit hour is from 10 AM to 10 PM. The students should be responsible for any damage or other problems that their guests may cause. Guests should only stay in the communal spaces, being their stay in the bedrooms strictly prohibited.

It is also prohibited to enter or allow entrance to non residents in the hours non available for guests, except for studying reasons, which should require previous permission.

No resident will be allowed entrance if drunken. He will not disturb the neighbourhood nor do anything that may go against or disturb any of the other residents or the house. The consumption of drugs and alcoholic drinks is strictly prohibited. At any evidence of its use, the resident will be immediately punished, previous notice to his parents or tutors, or the Institution that were sending him. The student shall abandon the residence.

### **Rooms**

The rooms are for resting and studying purposes, for this reason, silence should be kept in there and in the adjacent corridors, avoiding any disturbing noise.

The cleaning of the rooms will be done from Mondays to Fridays.



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The residence provides with bed linen. Personal clothing could be washed in the available washing machines.

In case keys are lost (entrance door, room or closet) the resident should replace it without exception.

Any resident who were sharing the room may be relocated for any of the following reasons:

- . His/her roommate/s may have left the institution and there were vacancies available in another room (in which case the price of the original type of room chosen by the resident will be respected)
- . Repairs

Inside the rooms, it is strictly prohibited:

- . To smoke. Smokers should be responsible for any damage produced in furniture and other facilities by cigarette burning.
- . To use electric devices as: heaters, coffee machines, depilatory equipment, etc.
- . To keep perishable food.
- . To stick posters or any type of pictures on walls and windows.
- . To leave bags or suitcases that may interfere with the cleaning of the rooms.
- . To stick inscriptions on room doors, corridors or communal spaces.

Students should have their own personal items (soap, toilet paper, towels, etc.)

Due to decency and respect, maids will NOT enter the rooms for cleaning if there were students sleeping or bathing.

### Toilets

Towelling and appropriate footwear will be required to showers. The students should take their own towels.



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If the students should make use of shared toilets, they will keep them clean, respecting the other residents they share the facilities with.

Toilet paper, cotton and pads, etc. should be discharged in the appropriate receptacles.

### Studying and Computers Rooms

- . They will remain open 24 hours a day. The students should keep silence and not smoke there.
- . Access to the Internet is free.
- . It is forbidden to enter with food and/or drinks of any kind.
- . The students are allowed to invite mates to the studying room if it had been previously informed to and authorized by the Direction of the Residence.
- . The students should maintain a responsible attitude, respecting their own as well as their mates' work, keeping a gentle atmosphere and silence in the room.

### Dining room

Meals are served from Mondays to Fridays as scheduled:

- . **Breakfast:** from 6 AM to 9 AM
- . **Lunch:** from 12 PM to 2 PM
- . **Dinner:** from 8 PM to 9.30 PM
- . On **bank holidays and weekends**, the residents are allowed to use the residence's kitchen utensils they may need to prepare their meals (fridges, cookers, microwave ovens, etc). They will use their own personal dishes (plate, glass, cup, cutlery, etc.)

**The students must clean, wash and tidy the objects they may have used.**



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## Responsibility

**The residence will not be responsible for any lost of valuable objects, money or other belongings.** Each resident will be responsible for any damage that any of his guests may cause.

Each resident is responsible for any damage occurred in his room. In the case of any damage in communal places and/or furniture, the residents will pay for them in solidarity, unless the responsible one will personally accept it.

**Any violation of the present regulations will be object of punishment on the part of the Direction, being it possible to expel the student if the damage were to be serious. In this case, the deposit month will not be refunded.**

**WE FIRMLY ACCEPT ALL THE REGULATIONS ABOVE DESCRIBED.**

Parent or tutor's signature

Resident's signature

Surname and name

Surname and name

Identity card number/passport number

Identity card number/passport number



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## Departure notice

Resident.....room n° .....confirms that on  
.....he/she voluntarily leaves Residencias Master.

**Departure date:**

**Signature**

**Name and Surname**

**Identity card (passport number)**