



القطرية  
*Qatar Foundation*

**Education Division, Office of Faculty and Student Services  
Residence Life**

## **Housing Agreement 2009-10**

- First time applicants are required to pay a QAR 2,000 damage deposit which will be fully refundable upon check-out if there is no damage to the room (or adjacent common areas) or improper check-out. This deposit is not covered by financial aid or scholarship.
- Applicants are required to pay a non-refundable QAR 1,000 as a reservation fee which is applied to the room fee (QAR 7,000 per semester) when an assignment is made. The balance is due to Qatar Foundation prior to granting a student access to the assigned room. Students wanting to reserve a room for the spring semester must pay the QAR 7,000 no later than 1 January for the spring semester.
- Qatar Foundation reserves the absolute right to change room configuration or to reassign space as it deems necessary. Moreover, it also reserves the right to relocate students to other rooms for consolidation purposes in order to generate availability of room space.
- The resident student is bound by the agreement terms and is only eligible to occupy the space assigned. Under no circumstances is a resident student permitted to rent or share this space with a third party. Nor are resident students permitted to change rooms without the explicit written authorization of the Residence Life staff.
- Priority of housing assignments will be made to international students without immediate family resident in Qatar. Assignments will be made based upon the date a completed application has been received. Therefore, it is in the best interest of the student to return a completed housing application (signed, with supporting documentation and all fees) as early as possible to be offered a space in QF student housing. When space permits, assignments will be made available to local students (residents of Qatar) based upon individual need.

### **Housing Agreement**

This agreement will be deemed effective upon endorsing the "Housing Application Form" provided that he/she is enrolled as a full-time student in an Education City university or Center (i.e. the Academic Bridge Program); and the Residence Hall Housing Application Form has been received from the university/center beforehand (with all supporting documentation and fees) by the Residence Life Staff.

#### **I. GENERAL:**

The purpose of this agreement is for housing in Qatar Foundation residence halls. This is a contract between the student and the QF Residence Life whereby the student agrees to settle all finance and other charges applicable unconditionally. This agreement is binding for the **complete period** the student resides in QF housing and constitutes his/her obligation to pay Qatar Foundation all the applicable charges for the right of occupancy in Qatar Foundation residence halls. Nevertheless all room assignments exclude winter break and summer vacation periods (the period between semesters) during which time a separate application must be made to remain in the residence halls and an additional fee will be charged if such application is granted by Residence Life.

#### **II. OCCUPANCY OF SPACE:**

Through the Right of Occupancy mentioned hereafter in this agreement, the student will have the right to inhabit the assigned space in QF residence halls as well as the right to use the shared use or common facilities existing in the residence hall where the resident has been assigned to live.

**III. MOVE-IN DATES AND THE REQUIREMENT FOR HOUSING**

For the fall term each year, new students are permitted to move into their assigned space four days prior to the beginning of Orientation, after 8:30 a.m. This is to be considered the official check in date for new students for this agreement. Returning students are permitted to move into their assigned space three days prior to the start of the first class of the term. This is to be considered the official check in date for upper class students for this agreement. For the spring term all students are allowed to move into their assigned space three days prior to the start of the first class of the spring term, after 8:30 a.m.

Those wishing to move in prior to the official check-in date must submit a written request to Qatar Foundation Residence Life via e-mail ([housing@qf.org.qa](mailto:housing@qf.org.qa)) four weeks preceding that date. Such requests are subject to unconditional approval/refusal and those students approved for early arrival will be required to pay an additional daily charge. Early move-in fees will be outlined upon *approval* of the request. During these early move-in periods, students and parents should be aware that there may be a lesser degree of staffing and services (e.g. live-in staff, maintenance, etc.) provided.

Each semester students are expected to check-out of the residence hall within 48 hours after their last final exam. Students who wish to remain in the halls beyond this time period must make a written request to the Residence Life staff via email ([housing@qf.org.qa](mailto:housing@qf.org.qa)) at least one month prior to the end of the semester. Students will also be charged a daily rate for remaining during the break period. Daily rate fee information will be outlined upon *approval* of the request.

- A. Full payment of residence hall charges (QAR 7,000 for the first semester) is due before the move-in will be granted.
- B. Access to a room in the halls will be contingent upon the submission of proof of payment (i.e. receipt from the QF cashier or proof of wire transfer).
- C. If a student has extenuating circumstances he/she may appeal to Qatar Foundation Residence Life in writing ([housing@qf.org.qa](mailto:housing@qf.org.qa)) to request a payment plan. A QAR 500 administrative charge for the payment plan will be added to their housing fees for each semester in which a payment plan is approved.
- D. In the event that a housing hold has been placed on a student’s account, due to a violation of the *Community Living Standards*, or failure to pay for housing fees, a student will not be able to check into her/his room until the hold is removed.
- E. Residential students are required to observe the immunization requirements of the Branch/Center in which they are enrolled. Where none exists, they must comply with the standard protocol shared among the other Branches/Centers.

**IV. HOUSING AGREEMENT CANCELLATION/WITHDRAWAL FROM RESIDENCE HALLS:**

Students who wish to cancel their room assignment must submit a written notice via e-mail ([housing@qf.org.qa](mailto:housing@qf.org.qa)), fax or in person **specifically with** Qatar Foundation Residence Life. If the withdrawal took place after the QF residence hall official check-in the following Refund Policy will apply:

WITHDRAWAL PERIOD/AGREEMENT TERMINATION		REFUND
During Fall & Spring Terms	During Summer Session	
Withdrawal during the first week from the opening date	Withdrawal during the first two days from the opening date	90% of Room Fee
Withdrawal during the second week from the opening date	Withdrawal during the first four days from the opening date	70% of Room Fee
Withdrawal during the third week from the opening date	Withdrawal during the first six days from the opening date	50% of Room Fee
Withdrawal after the third week from the opening date	Withdrawal after the first six days from the opening date	NO REFUND

The above refund policy will not apply in the event of academic or disciplinary dismissal or suspension during the semester (whether this sanction comes from a university, center or QF Residence Life), in which case the entire semester fee will be forfeited by the student. If a resident student withdraws to join another academic program the refund policy will be at the discretion of QF Residence Life.

**NOTE:** Students should be aware that if they are not citizens of a G.C.C. country, they must obtain an exit permit each time they depart from Qatar (even for weekend trips or holiday breaks). Prior to an exit permit being issued by Qatar Foundation students must have an account that is current or paid in full (i.e. no outstanding bills). It is the student's responsibility to make adequate preparation to obtain the exit permit through their university/center and to know the status of their student account with QF Finance.

## V. TERMINATION OF CONTRACT:

This contract can be terminated by QF Residence Life unconditionally due to any of the following conditions:

- A. **Change in Student Status:** Should a student at any time cease to be enrolled as a full time Education City student, the agreement shall be terminated without notice, such notice being hereby waived. In such case, the refund policy stated in article IV (above) of this agreement will apply.
- B. **Disciplinary Action:** If a student violates any of the terms and conditions of this agreement, and particularly, those stated in section VI, subsection B, C, E, the student may be given written notice by Qatar Foundation to cease and vacate the residence halls. Upon such decree, as implemented in writing by the Vice President Education Division or designee, this agreement may be terminated.
- C. **Student Behavior:** If a student exhibits behavior or mode of living which is determined to be unacceptable by the QF *Community Living Standards*, then this agreement may upon due notice be terminated unconditionally by Qatar Foundation. In such cases, the refund policy may not be applicable although charges may be incurred.
- D. **Failure to Check-in:** If a student fails to claim space by checking-in to the residence hall prior to the first day of classes, this agreement may be considered null and void, unless Residence Life has received written notice of the student's anticipated late arrival in advance of the official check-in date.
- E. **Failure to Vacate Space:** If the agreement is terminated as provided in A, B, C, or D above, the student must vacate the space on the effective date of termination. Upon student's failure to quit and vacate, Qatar Foundation shall be entitled to immediate possession of the space and to take all summary action to secure possession without any other or future notice of any kind to student, applicable law or otherwise, such notice being expressly waived. Qatar Foundation may then, without notice to student, enter, take possession of, and re-assign the space. Qatar Foundation is further irrevocably authorized, on behalf of student, to remove and to store student's belongings without any liability on the part of Qatar Foundation for damage or loss. In that event QF will make no charge for the first three weeks storage; but thereafter storage charges shall occur at the rate of QAR 100 per week for the next five (5) weeks; and at the end of an eight (8) week period QF is irrevocably authorized, on behalf of the student, to dispose of the belongings in any manner which it shall deem fit without any obligation to make payment of any kind to the student resulting from such disposition, damage or loss. In connection with disposition of such property by QF, it is expressly agreed by the student with QF as a condition of this agreement that the value of student's belongings is QAR 200.00 or less. QF Residence Life is unable to ship items left in the residence halls.
- F. **Future Housing Obligations:** A student who is dismissed from QF student housing may be utterly deprived of the opportunity to obtain future housing in QF residence halls subject to QF administrative decisions.

## VI. STUDENT CODE OF CONDUCT WHILE RESIDING IN THE RESIDENCE HALLS:

### A STUDENT SHOULD:

- A. **Maintain Space:** Take care of the assigned space and at the end of the agreement period make every effort to return it in as good of condition as it was received at the beginning of the agreement period. Inspections of room space take place as stated in section VII.
- B. **Comply with rules:** Students are required to conform and comply with all laws, regulations and customs of the local community and the State of Qatar.
- C. **Abide by Regulations:** Abide by QF policies, QF *Community Living Standards* and the Code of Conduct associated with their university/center. By accepting the terms of this agreement, students acknowledge their individual responsibility to review and to be informed of such policies.

**A STUDENT SHOULD NOT:**

- D. **Violate or abuse space:** Violate published rules governing QF residence halls, nor use the space for any disorderly purpose, or in such a manner as to interfere with the rights of other students in their academic pursuits. Such violations may subject students to be summoned before a QF hearing officer for disciplinary action.
- E. **Damage:** Damage space or furnishings (including common areas), aside from reasonable wear and tear. If such loss or damage occurs the student will be billed for repair or replacement costs. In the event the responsible individual of such damage cannot be identified, all resident students served by the immediate vicinity common areas will be assessed equally for such repair and/or replacement costs.

**VII. MAINTENANCE OF SPACE ACCESS:**

QF employees and/or contract service providers shall provide, at scheduled times, general maintenance of assigned space in terms of cleaning and repair. During the semester and vacation periods routine maintenance and cleaning will be done on schedules developed by QF. Students shall inform QF Residence Life, within a reasonable amount of time, of any special maintenance or repairs required. A maintenance or repair request is treated as permission to access the assigned student space without prior notice: provided however, that entry for the purpose of making requested repairs or alterations should be at reasonable times. QF departments will repair damaged items as rapidly as can be accomplished (It is usually not possible to give a precise time when such maintenance or repairs will be carried out). To ensure that proper care is being taken of space, QF's authorized agents and employees shall have the right, after having first given reasonable notice, to enter and/or to inspect the space from time to time.

Authorized QF agents or employees have rightful access to assigned space without prior notice in cases of emergency, damage, personal injury, safety, health, or casualty. In addition, authorized staff members of Residence Life may access student's space in situations where there is probable cause to believe that a violation of law or QF regulation has or is taking place. In such circumstances, if the concerned occupant denies access, authorized staff members of Residence Life shall have forceful right of access to that space.

**VIII. DAMAGE TO PROPERTY OR PERSONS:**

Qatar Foundation shall not be liable for any loss or damage to property resulting from fire, casualty, or personal injuries occurring within the assigned space, other locations in the buildings or for any other causes unless such damages, losses or personal injuries are caused directly by or result from the proven negligence of QF's agents or employees.

**IX. LOST OR NON-RETURNED KEYS:**

QAR 200 will be charged to students for keys or access cards that are lost or not returned upon check-out.

**X. PROPER CHECK-OUT PROCEDURE:**

When leaving Qatar Foundation residence halls at the end of the year, or when terminating the housing agreement during the year, the student agrees to complete an official check-out procedure.

This involves contacting Desk Clerk staff in SB2 to complete both the paperwork and physical check-out process. Charges for lost keys or access cards are noted in IX above. As a part of this procedure, students must remove all personal items in their room and insure that the room is completely clean (trash, dust, debris, etc.). Failure to do so will subject the student to risk forfeiture of all or part of the damage deposit and may incur additional charges if there is additional cleaning which must be done in the room.

#### **XI. VALIDITY OF AGREEMENT:**

The terms and conditions of this agreement remain valid as long as the student continues to reside in QF residence halls by renewing her/his housing contract each year. The contract expires if the student cancels the room assignment in writing (with written approval by Residence Life) or if it is terminated as per section VI of this agreement.

#### **HOUSING AGREEMENT RENEWAL**

- All the terms and conditions mentioned above in the Housing Agreement are applicable upon renewal (return to residence halls).
- Students should submit a renewal application and participate in the QF Housing Lottery by the announced due date or risk the loss of their space in QF Housing for the following year.
- A student that fails to re-apply within the prescribed period will lose her/his assigned room/space and may not be admitted to the residence halls during that upcoming semester.
- Upon renewal, a student will be charged for the full residence hall fee set for that particular space.
- Applicants who cancel their application reservation will forfeit the QAR 1,000 room reservation fee.
- The Withdrawal/Agreement Termination policy applies as noted in section IV above.