

**GIRNE AMERICAN UNIVERSITY  
INSTRUCTIONS FOR ACCOMMODATION IN STUDENT DORMITORIES**

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| <b>Aim</b>   | <b>1.</b> The aim of these instructions is the operation, management and supervision of the dormitories, and meeting the needs of students in an orderly, comfortable, and safe residential environment.   |
| <b>Abbreviations</b>                                       | <b>2.</b> "Dormitories" refer to American University Dormitories, "University" refers to Girne American University, "Rector's Office" refers to Girne American University Rector's Office, "Student" refers to students in Girne American University students.   |
| <b>Duties of the Dormitory Manager and Dormitory Staff</b> | <b>3.</b> Dormitory Manager is the highest authority of the Residential Administration. Dormitory Director designs and identifies rules of practice and presents to the approval of Rector's Office and implements the decisions of the Rector's Office. Dormitory staff helps the Dormitory Manager and is responsible for reporting to the Dormitory Manager. Dormitory Management supports the social and cultural development of students and takes necessary measures to maintain discipline in the dormitories.<br><br>Best use of materials is achieved by providing an effective and up-to-date retention of records. Dormitory Staff is responsible for helping the Dormitory Manager in carrying out these tasks and are responsible for reporting to the Dormitory Manager. |
| <b>Right of Registration to the Dorms</b>                  | <b>4.</b> Students who wish to take advantage of the dormitory services should prove that they are entitled to register to the Girne American University. They are required to apply to the Dormitory Management in accordance with the timeline and rules determined by the Dormitory Management. Students who register for the first time to the Girne American University have the priority of consideration for the dormitory residence. In the event that there is available space in the dormitory, then upper-class students are also considered for the dormitory residence.   |
| <b>Crime Case Decision of Accommodating</b>                | <b>5.</b> (1) Rector's Office makes the decision for the dormitory registration for students charged with or convicted of any disciplinary crime.<br>(2) Rector's Office has the right to prohibit the entrance of students to the dormitory or dismiss their ties with the dormitory residence if their stay in the dormitory is presumed to be unfavorable by the relevant authorities.  |

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| <b>Erasing the Registration of Students who do not show up</b> | 6. Dormitory registration of students who did not show up for the dormitory residence by the end of the university registration period or by the start of classes indicated in the academic calendar will be dismissed. However, students who provide a valid documentation for their excuse will be granted one additional week.  |
| <b>Objecting to expulsion from the dormitory</b>               | 7. A student who is expelled from the dormitory may appeal in writing to the Rector's Office within five days following the expulsion. Rector's Office shall decide the outcome of the appeal within five days. Student who is determined to be evicted from the dormitory is discharged from the dormitory in one day.  |
| <b>Dormitory Eviction and Returning Dormitory Possessions</b>  | 8. Students who are decided to be evicted from the dormitory are obliged to surrender all possessions appropriated to them at the beginning of their stay by the Dormitory Management.   |
| <b>Rules Applied</b>   | 9. Students who disrupt order and portray exhibit behavior that goes against the dormitory discipline are sent their '1st Warning Letter' by the Dormitory Manager. In the case of repetition of the offense, the student is referred to the Disciplinary Board. When the Dormitory Manager deems it appropriate Dormitory Management can subject the offending student(s) to the Girne American University Disciplinary Regulations without having to refer to the student to the Disciplinary Board.   |
| <b>1<sup>st</sup> Warning</b>                                  | 10. (1) Students, who act in a manner indicated in the following articles, are sent their 1st Warning Letter. This 1st Warning Letter is notified to the student in writing and his/ her room can be changed when deemed necessary.<br>(2) Situations and behaviors that require a 1st warning are as follows:<br>(a) To engage in inappropriate behavior that goes against the student etiquette.<br>(b) To act disrespectfully when dealing with people.<br>(c) To act in a degrading manner towards the dignity of workers in dormitories.<br>(d) To pollute one's environment.<br>(e) Making noise, and using audio-visual equipment in an appropriate manner and disturbs others.<br>(f) Explanations requested by the Director's Office of Dormitories valid reason other officials without being able |

to avoid the time, the call to avoid taking the writings, not to respond in time, making it difficult for foreign managers work.

- (g)** Acting in a manner that shakes the student etiquette of trust and reputation.
- (h)** To write or draw symbols on walls, doors, equipment, glue, or affix objects on these which damage dormitory property. To post flyers and announcements to locations outside of one's room without receiving the approval of the Dormitory Management or the Rector's Office.
- (i)** To tear, remove, modify or damage the announcements placed by the Dormitory Management..
- (j)** Providing missing or inaccurate information to the requests demanded by the Dormitory Management.
- (k)** To fail to comply with the matters mentioned in Student Dormitories Booklet.

**Referral to the Discipline Committee**

- 11.**
- (1)** Students who engage in the acts mentioned in the following articles are referred to the Disciplinary Board. The decision of the Disciplinary Board is notified to the student by the Dormitories Management or Student Affairs.
  - (a)** To store or use tools or materials which are explosive, hazardous, flammable or damaging.
  - (b)** To gamble or keep tools and materials used in gambling.
  - (c)** To use drugs and psychotropic substances or bring these into the dormitory.
  - (d)** To fight.
  - (e)** To steal.
  - (f)** To drink alcohol or carry alcoholic beverages in the dormitories, around the dormitory area or on campus.
  - (g)** To engage in activities which disrupt the peace of the dorm.
  - (h)** To pollute the dormitory area.
  - (i)** To damage property and facilities of the dormitories.
  - (j)** To give incorrect information or make false statements to the Dormitory Management.
  - (k)** To accommodate people in the dormitory who are not a student resident of the dormitory.
  - (l)** To intervene in the work of the dormitory management and staff by going against their warning.
  - (m)** To engage in activities that are incompatible with ethics and principles of studentship apart from the issues mentioned in the articles thus far.
  - (n)** Failure to obey the rules and provisions of the Dormitory Management or other authorized bodies.
  - (o)** To give or sell any item (i.e. dormitory room, bed or any



		(c) Provided that there is available space in the dormitory, new students can register to the dormitory and pay the remainder of the semester dormitory price. This cost is calculated from the beginning of the month the student made the registration until the end of the semester.
<b>Fees for Holiday Period</b>	<b>16.</b>	Rector's Office determines the charge for guests and students who stay in the dormitories during the summer and winter holiday seasons.
<b>Pricing of residence for students leaving in mid-semester</b>	<b>17.</b>	<p><b>(1) (a)</b> Students are responsible for paying the full cost for the semester fee even if they move out in the middle of the semester as indicated in the Dormitory Contract they signed when they registered to the dormitory.</p> <p><b>(b)</b> The dormitory semester fee is non-refundable when students move out of the dormitory.</p> <p><b>(c)</b> Deposits are non-refundable for students who move out of the dormitory before completing the academic year.</p> <p><b>(2)</b> Students who move out of the dormitory must present to the Accounting Office the 'Severance Certificate' given by the Dormitory Management.</p> <p><b>(3)</b> Dormitory fees are non-refundable for students who are suspended from the dormitory.</p>
<b>Room Check</b>	<b>18.</b>	Dormitory Manager and staff may check the student rooms for safety and cleanliness to ensure that students comply with the Girne American University's Accommodation Guidelines.
<b>Closing of the Dormitories</b>	<b>19.</b>	Rector's Office may close down the dormitories in extraordinary circumstances.
<b>Responsibility for Personal Belongings</b>	<b>20.</b>	Students who leave the dormitories during the holiday season must take their personal belongings with them. Possessions left behind are the responsibility of the students. Dormitory management is not in any way responsible for these.
<b>Change of Rooms</b>	<b>21.</b>	Dormitory staff may decide to change the student's room when necessary and notifies the reason to the Dormitory Manager in writing.
<b>Staying with Escort in the Dormitory</b>	<b>22.</b>	If a student who stays in the dormitory is ill enough to require the attendance of an escort cannot be allowed to stay in the dormitory. In this case, a student needs to stay in a health facility or a house.
<b>Guest Situation</b>	<b>23.</b>	Guests may stay in the dormitories when there is space and the approval of the General Secretariat is received.

**AMENDMENT -1  
GIRNE AMERICAN  
UNIVERSITY**

**DOCUMENTS REQUIRED TO  
PROVIDE TO THE HOUSING  
ADMINISTRATION FOR THE  
FINAL REGISTRATION  
PROCEDURES**

- 1.** New student who will reside in the dormitory needs to present the student certificate indicating that the student is registered to an educational program and faculty in the present semester.
  
- 2.** Written contract signed by the student indicating that student will abide by the rules, otherwise to be expelled from the dormitory as indicated in the Girne American University Dormitory Accommodation Regulations Guideline.
  
- 3.** 2 passport-size photos
  
- 4.** Bank statement indicating the payment of the dormitory fee.

**AMENDMENT-2  
GİRNE AMERICAN  
UNIVERSITY STUDENT  
DORMITORY**

**Written Contract**

1. I, ..... the resident of the Girne American University Student Dormitories,
2. I will not occupy more than what is allocated to me by the Dormitory Management (i.e. room, beds, bunk beds, wardrobes, tables, chairs and so on.
3. I will not accept guests outside the area designated by dormitory management (even if they are GAU students
4. I will not accommodate anyone overnight in my room
5. I will not write or draw symbols on walls, doors, equipment or glue or affix objects on these which damage dormitory property. In the case of damage, I will pay the necessary cost.
6. I will not carry alcoholic beverages or drugs in or around the dormitory or on campus
6. I will not gamble, participate in games defined as gambling games, or carry materials used in gambling.
7. I will not post flyers or posters in my room which are contrary to public morality.
8. I will not store any odorous, perishable, liquid food substances in wardrobes.
9. I promise not to behave in a disrespectful and rude manner with other people. I will not make noise and will not listen to music or watch TV in a high-volume. I will not play any musical instrument or sing in a high-tone. I will keep my living environment clean.
10. I agree to abide by the rules of dormitory residence etiquette, and will keep my dorm room and other parts of the dormitory clean and tidy.
11. I will not keep any animals in the dormitory
12. I promise to keep away from all types computer crimes, not to break into the personal computer of other students and not harm their privacy.
13. I will not intervene in the affairs of the dormitory staff and act respectfully towards them.
14. I will show my student ID card when asked by the university personnel or security officers.
15. I will sign the attendance list every day knowing that if I am absent for a total of 15 days in one semester without excuse, my registration will be invalid.
16. Apart from asking for special written requests to the dormitory management, I promise to comply with the time deadlines of last entry to the dormitory (weekdays 24:00, Friday-Saturday, holidays and vacations 2:00)

17. In the situation that the dormitory is closed down or a new dormitory is allocated during the summer or semester break, I will accept to stay in the allocated dormitory.
18. I promise to enter the dormitory at the earliest three days before the beginning of the studies, and leave the dormitory, at the latest, three days after the semester ends.
19. If I am suspended from the dormitory, I accept that I will receive no refund for the dormitory fee.
20. The electricity used in the dormitories, water, electricity and other expenses will be taken from my balance. If my balance is not adequate, this amount will be demanded from me.
21. If I do not comply with the above-mentioned articles in the Girne American University Student Dormitories Regulations Guidelines, as well as decisions taken by the University regarding the dormitories, then the Dormitory Management may take Disciplinary Action against me. I am aware that as a result of Disciplinary Action I may be expelled from the dormitory and penalized by the GAU Student Disciplinary Committee.

STUDENT

Name/Surname : \_\_\_\_\_

Student No : \_\_\_\_\_

Dormitory Name : \_\_\_\_\_

Room No : \_\_\_\_\_

Signature : \_\_\_\_\_

WITNESSES 1. \_\_\_\_\_

2. \_\_\_\_\_