



### [Agreement of NPU Housing Rules, Regulations, and Policies](#)

In accordance with its mission statement, the NPU housing department has established the following rules and regulations in order to make dormitory life pleasant and safe for all students. These regulations have been established not for the purpose of limiting the freedom of the resident students, but instead to secure the freedom of the residents. Students residing in University housing are required to sign a housing agreement, contract, and a room condition form at the beginning of each semester. By signing this agreement, students fully understand and agree to observe and obey the following guidelines:

#### **University Property**

Students are responsible for keeping their rooms clean and neat in all areas; they are to avoid causing any damages to their rooms and furnishings. All students sharing a dormitory should share the responsibilities of the common areas. When a student is assigned to a dormitory, it is understood that the assignment carries with it an obligation to protect University property. A student who violates the dormitory rules stated below or who intentionally or carelessly destroys dormitory property will be fined \$50 or higher depending on the damages caused or will receive a warning notice; [the resident will be asked to move out from the dorm after receiving two warning notices from the housing department.](#)

The NPU housing department will be checking the dorms weekly in order to maintain good services and good condition of the dormitory. The University has the authority to take necessary steps to protect residents and properties.

Specific dormitory regulations include:

- a) **No overnight guest is allowed in the dormitory.** If a student would like to invite relatives or friends for overnight stay, he/she must submit a room reservation request for NPU Guesthouse to the housing staff. The housing staff will seek the room availability from the Guesthouse for the students' relatives or friends.
- b) **School furniture may not be removed from the dormitory,** or moved around in the dormitory, or to outside the dormitory. Students need to inform the NPU Housing Office and get approval in advance for moving personal furniture into the dormitory. Other students who do not reside in the assigned dormitory may not borrow furniture or leave any personal furniture. Working Desks should not be moved from the common area, it would result in a penalty of \$100.
- c) **Additional beds are not allowed.** Additional beds other than those provided by the University as normal furniture are not permitted in the dormitories. Students may not build loft-type beds or other structures.
- d) **Beds cannot be disassembled.** Bed frames, box springs and mattresses, mattress covers, and head and footboards should not be removed.
- e) **Doors to rooms, bathrooms, and closets, and window screens should not be removed.**
- f) **Only removable plastic adhesive should be used to attach decorations to the walls.** Students should see the housing staff for details on the permissible items used for wall decoration and other adhesive materials. Use of nails or tapes is not allowed.
- g) **Students must not mark or mar walls, doors, or carpets.** Decals or contact paper should not be attached to walls, doors, windows, ceilings, or room furnishings.
- h) **Students should not tamper with electrical fixtures and built-in furniture or utilities.**

- i) The Office of Operations may not install window air conditioners in student rooms without written permission. If permission is granted, **a cost for installation is the student's responsibility.**
- j) Students are not allowed access to rooftops for sunning or any other purposes.
- k) **Needed repairs should be reported to the NPU housing staff** and should not be attempted by the students.
- l) Students may not display neon lights, commercial signs, or generally offensive material from their dormitory room windows.
- m) You **MUST** attend Housing orientation; otherwise you will lose the privilege of renewal for the following semester term. No excuse will be accepted for not showing up and you **MUST** inform us with acceptable reason in advance.

### Residency in the Classic Dormitory

Students approved to move into the Classic dormitory may use the dormitory for **a maximum one year**, which will depend on the student resident's performance. All residents have the responsibility to report and violation of rules, regulations, and policies to the NPU housing staff at once. There will be equal penalty for any resident knowing the truth or fact of violations but without reporting them to the housing department. Weekly onsite inspections are conducted by the NPU staff.

The NPU housing staff will assist these students to look for outside housing so that they can move out at the end of the term.

### Vandalism

Intentional breaking of glass (bottles, windows, etc.) will result in a minimum **penalty of a \$150 fine** or 15 hours of assigned community service. (The fine and the hours may be increased if the incident involves multiple bottles or windows being broken.)

### Utility Fees

The residents in each dorm share the utility costs of the dorm. **Each person pays \$30 per month for a minimum charge of water, utility, sewage, garbage, and wireless bills. There will be more if utility fees exceed the minimum amount.**

### Installation for Personal Convenience

Installations and costs for personal convenience, such as telephone, cable TV and other electronic devices are the responsibility of the student who requests for these services and needs to get approval from all tenants and the housing department first.

### Internet Networking Usage

The primary purpose of dormitory computer networking internet device is to support student academic activity or research and study on course subject related information and no guarantee on speed at usage of Internet Music, TV Program, Movie, Video Clip, Streaming, Instant Messenger, Online Chatting, Skype, Webcams or Gaming Platforms (X-Box, Playstation 2) etc.

Residents are not permitted to tamper dorm's networking equipment and device including firewall, router, wireless access point, and Hub, Ethernet cable. In addition, DSL account of dorm belongs to NPU and student is not allowed to make change/cancel on program/term/account information.

If residents prefer to install their own Internet connection, it must get approval from Housing Service. Violations of any of the above regulations, student has to be responsible for the consequence including but not limited to installation fee, remove and repair fee, service fee.

Excessive or improper use of bandwidth or internet networking software that causes a disruption, inhibits or interferes with other users is not permitted.

## Rents

Rents are **prepaid** per semester and by a set deadline before each semester starts.

## Deposits

A deposit is prepaid per semester and by a set deadline before each semester starts. Students using the school housing units are required to pay a security deposit in the amount of \$500 for staying in the Classic units.

## Renewing Housing for the Classic Unit

Only qualified residents can renew housing for the NPU dormitory. Applying for renewal of housing residency for the next semester is in week 5 of the current semester. The student must submit the renewal housing application form for the new semester. The deadline to pay the renewal rent is by 11:00 am on Monday of week 6 of the current semester.

## Withdraw and Refund

The security deposit is fully refundable for cancellations prior to the Housing Opening Date. If the student moves in to university housing, the security deposit is refundable, but may be subject to certain deductions as authorized by law (e.g., cleaning, repair of damages, restoration/replacement of furniture, furnishings, or other items).

Below is the housing fee refund schedule.

- A. Cancellation at least 45 days prior to Housing Opening Date: The housing fee, less \$150.
- B. Cancellation between 15 and 45 days prior to the Housing Opening Date: The housing fee, less \$900.
- C. Cancellation 15 days or less prior to the Housing Opening Date: The housing fee, less \$1400.
- D. Cancellation on or after the Housing Opening Date: No refund.

Please note that there is a **cancellation fee of \$100** if you cancel after NPU grants you a housing space, but prior to the Housing Opening Date. This fee is separate from any housing fee amounts that NPU does not refund to you as described above.

Additionally, please note that if you fail to complete the course registration process by 5 P.M. on Saturday of the first week of the semester, housing, unless you are an international student on official semester break, you are not permitted to occupy a space in university. In such circumstance, you must vacate university housing immediately. NPU will not refund the housing fee. Notwithstanding anything to the contrary in the foregoing, NPU may at its discretion decide whether or not a student is permitted to reserve or occupy a space in university housing.

## Moving Out

Students staying in the Classic Dormitory may use the dorm only for the first semester at NPU and must move out at the end of the semester. Only qualified residents can renew the NPU dormitory for a maximum one year residency.

**Early moving out:** There is no refundable rent and deposit if the student moves out earlier during the semester. The student may move out early. But he/she has to inform the housing staff **2 weeks in advance**; however, the rent and the deposit will be collected by NPU. The dorm fee is for the entire semester; the student has the right to live in the dorm from the dorm opening day to the dorm closing day. NPU's obligation is to assure the dorm space for students for the entire semester. Students who transfer to another school cannot get the rent and deposit back.

**Cleanliness Requirement:** Upon moving out of the dorm, the students must clean up the dorm and leave their rooms in a clean and orderly manner. The rooms must be inspected by the NPU housing staff and the checkout form must be completed before the student departs. All items belonging to the dormitory at the time of the student's moving into the dorm must still be accountable and in their original shape other than for regular wear and tear. If the student fails to do so, a \$25 fine or more will be charged depending on the condition. The University and NPU housing department reserve the right to keep the dorm premises/property safe, secure, and tidy.

**Returning Keys:** Students need to return the keys on the date that the housing officer informs the student to move out. Returning keys late will result in a \$10/day fine to the student.

**Cleaning fees:** The residents of each dorm share the expenses of professional cleaning at the end of every month; the cleaning may also occur in the middle of the month and the costs are also shared by the residents.

### Asked to Move Out

Student who breaks the rules, regulations, and policies will be asked to move out of the dorm and will not get any refund (including rent and deposit) from NPU.

### Rights Held by the University

The University reserves the right:

- a) Of entry by authorized personnel for inspection, repair, emergency, or for any other appropriate reasons, such as after receiving report of suspected violations of University conduct or regulations. No early notification is needed.
- b) To levy and collect charges for damage to or unauthorized use of the dorm, or alterations to room or other items in the dorm.
- c) To remove unauthorized or improperly used equipment.
- d) To reassign, evict, or levy fines against students who violate the rules, regulations, and policies.

### Fire Codes

Students are expected to observe the following fire code regulations. Violators of these regulations are subject to disciplinary action, payment of any damages, and a minimum fine of **\$200**:

- a) For the protection of residents, dormitories are equipped with smoke and fire detection and prevention devices. Tampering with the smoke detector and alarm system or with fire extinguishers is a violation of rules as well as a violation of the City fire code.
- b) Hallways must be kept clear at all times. Furniture and personal belongings such as bicycles, trunks, boxes, and drying racks may not be placed in the hallways.
- c) Ceiling hangings of any description are not permissible as they interfere with the proper function of the fire/smoke detection and prevention devices.
- d) Fireworks and firecrackers are not permitted in or around the dormitories.

- e) No lighting or heating device which produces an open flame is allowed in the dormitory. This includes candles and kerosene lamps. No hot plates, toaster ovens, or auxiliary heaters are to be used; hot irons and coffee pots should not be placed on the carpet or other flammable materials.
- f) Cardboard boxes and boxes of like materials may not be stored in places in the dormitories where gas water heaters are present.
- g) Bicycles are not allowed in dormitory common areas, halls, stairwells, or where they obstruct exits. They should be stored only in designated bike storage areas.
- h) Personal refrigerators are not allowed to be installed in student rooms.

### Cohabitation

Students of the opposite sex are not assigned and may not arrange to live together in any dorm.

### Common Areas

If all residents of a dormitory agree, a common area in the dorm may be made available for a twenty-four-hour use with the following stipulations: Should these stipulations not be followed, the twenty-four-hour access policy may be revoked and those who violate the policy may be subject to disciplinary action.

Common areas in the dormitories are provided to the residents as spaces in which they may congregate outside their personal rooms. They are places of gathering, used for dorm meetings, movie and television viewing, group studying, and as a place for relaxation. Residents must be respectful of the rights of other students who share these spaces, and must be mindful of the noise generated. Quiet hour policies apply at all times (9:00PM to 8:00AM).

Common spaces must **NOT** be used for organized or spontaneous social activity, which restricts any resident's use of the common areas, or for an activity that results in the violation of University policies.

Access must be limited to residents and their guests; a resident must always accompany guests. **No overnight guest** is allowed in the dormitory. Please ask for assistance from the housing staff for reserving the Guest Rooms for your relatives or friends.

### Quiet Hours

In order to secure the right of students to read and to study free from unreasonable noise and other distractions, the University has asked the students in each dorm to respect "quiet hours," which are designated evening hours during which the residents are expected to observe quiet behavior. Daily quiet hours are from **9:00 p.m. to 8:00 a.m.** During **Midterm Examination** and **Final Examination weeks**, students will be requested to respect other students at all times.

### No Pets

Students living in dormitories may not own pets, may not feed or keep pets in the dormitories, or keep pets anywhere on the domain. A minimum of \$25 fine will be imposed for each violation of this policy.

### No Smoking

Smoking is not allowed in the dormitories, premises and also within the property (including the garage or the front and back yard or deck/patio). If the housing staff members find any evidence such as cigarette butts within the dorm, premises, and property, **the student will be asked to move out immediately and \$100 penalty will be charged. In addition, there will be no refund of rent or security deposit for violating the housing rules, regulations, and policies.**

### No Alcohol Use

Alcoholic beverages are not allowed in dormitory. Opened containers of alcoholic beverages (including cups) are forbidden within the dorm, premises, and property. If the housing staff members find any alcoholic bottles, containers, or cans within the above areas, the student will be asked to move out immediately and a \$100 penalty will be charged. In addition, there will be no refund of rents or security deposit for violating the housing rules, regulations, and policies.

### No Parties

The University and housing department does not permit dormitory room parties. Once housing staff members receive the complaint from the neighbors or property manager, the student will be asked to move out immediately and a \$100 penalty will be charged. In addition, there will be no refund of rent or security deposit for violating the housing rules, regulations, and policies.

### No Sublease

The dorm spaces are allocated by NPU Housing Staff and NPU owns the ownership to all the dorm spaces. Students are not allowed to sublease the room to any other persons to get any profit. As long as the housing staff members discover the sublease is true and has been verified, the student's space will be annulled and asked to move out immediately. The student who does the sublease will lose the rent and deposit; also, the student will pay a fine, 50% of the rent/semester, to NPU.

Roommates, the other students who live in the same dorm, also have the obligation to inform NPU housing staff about the sublease condition that happened. If roommates acquiesce this situation and do not inform the housing staff will be viewed as accomplices and will lose the deposit and need to pay \$300 penalty to NPU.

### Key Service

There is a \$10 key service fee each time a student needs an assistance to open the door. Any lost key must be reported immediately so that the locks can be re-coded and residents of the unit can be issued a new key. The charge of re-coding locks (includes main entrance door and room door) and new key copies will depend on the actual receipt provided by locksmith after the work is done.

### Personal Possessions

University insurance does not cover personal losses. Students should take precautions to protect personal belongings from theft, fire, water damage, or other loss. Students are encouraged to purchase their own rental insurance.

### Break Time

NPU reserves the right to make changes to dorm settings or reassign dorm spaces during the break time. (Break time: between two semesters, from dorm closing day to the next dorm opening day.) Please go to the NPU housing website to check the Housing Calendar for break times and move-in and move-out dates.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I have read the Agreement of the NPU Housing Rules, Regulations, and Policies, fully understand its terms and have signed it freely and voluntarily without any unawareness, inducement, assurance or guarantee being made to me.