

## **The rules of settlement and internal regulations**

### **Justification**

Justification for the development of these rules of settlement and internal regulations are the requirements for security and convenience of settling for all residents of the International Dormitory (henceforth Dormitory) at American University of Central Asia (henceforth "AUCA").

The candidate for accommodation must follow the rules below:

### **Timely submitted application for accommodation**

The applicant must provide a correctly completed application form and a copy of the passport no later than 10 working days before the proposed date of settlement. The form must be completed fully, in English, Russian or Kyrgyz languages.

### **Timely submitted the medical documents**

Before settling in the Dormitory and on an annual basis, it is necessary to provide the relevant medical documents to the Medical Office of AUCA (henceforth-"medofis") for obtaining a residence permit. Without a residence permit from a medical office, the applicant can not be settled in the dormitory. Medical documents are submitted to medical office together with a copy of the application for residence in electronic or printed form. If the list of documents provided does not correspond to the list of required documents, the applicant will not be able to obtain a residence permit. The application is not considered until the necessary documents are provided fully.

### **The necessary medical documents include:**

The form "Information on the health status of resident"

Information, decisions of medical specialists, the results of the analyzes specified in the appendix

### **Timely request for discounts on accommodation**

If the candidate for residency is applying for discounts, the time for consideration of the application can be extended. The number of candidates receiving discounts is strictly limited.

The applicant for discounts should be a student of AUCA, have a good academic performance and the need for financial support for obtaining discounts. The amount of the discount cannot exceed 65% of the total amount of payment.

In order to make a request for a discount, the candidate must attach a substantiation letter and a copy of the official transcript to the application for residence. Documents should be provided in a single package in a strictly defined time frame:

- Accommodation during the summer holidays: applications are accepted until May 20, incl;
- Accommodation during the full academic year: applications are accepted until August 15, incl;
- Accommodation during the fall semester: applications are accepted until August 15, incl;
- Accommodation during the spring semester: applications are accepted until December 15, incl.

#### **Settlement on time**

Approved candidates for settlement are notified by the Coordinator of the Dormitory (henceforth "Coordinator") in the form of an e-mail. Therefore, candidates should carefully check their contact information before submitting an application. The candidate must reply to the notification, and carefully follow the instructions received by e-mail from the Coordinator. The candidate is obliged to move into the Dormitory at a pre-agreed time and inform the Coordinator if these terms change.

Prior to actual settlement, the candidate is committed to familiarize himself with the internal regulations of the Dormitory. On the day of entering the dormitory, the candidate receives the status of a resident.

#### **Resident is committed to follow the rules below:**

Attentive acquaintance and signing the Agreement on providing the housing services

On the day of settlement, the resident is required to sign the Agreement in two copies and provide them to the residence assistant (henceforth "assistant"). After the Agreement is signed by the AUCA administration, the resident receives one copy of the Agreement.

#### **Timely payment for accommodation**

Payment is made:

- before settling, if the candidate applies for a daily living, in the future daily. The amount in full for the entire period of stay is paid before the actual eviction.
- within three calendar days from the first day of settling, if the applicant is applying for a long-term residence, in the future on the first three calendar days of the month, monthly.

The amount of payment is indicated in the Agreement on the providing of housing services. The amount may differ, if the resident receives scholarships, discounts on accommodation. The candidate can specify the specifics of the payment from the Coordinator and the Single Service Center.

Payment for accommodation is carried out by bank transfer, in accordance with the established method of payment for services by AUCA. Payment is accepted in national currency in accordance with the exchange rate established by the NBKR for the current day.

### **Strict compliance with the student code and / or regulations of AUCA**

The dormitory is a structural subdivision of AUCA, therefore compliance with the code and / or other regulatory provisions of AUCA is mandatory for all residents.

### **Timely submitted of the necessary documents and forms**

Any actions or activities requiring consideration by the Coordinator or the administrative part should be previously requested in the form of special forms available on the floors and on the AUCA website.

The list of forms required for filling in by residents is indicated below:

- Request to change the room;
- A request for a residence outside of the Dormitory after the curfew;
- Request for technical services;
- Request to open a club or extracurricular activity in the Dormitory ;
- Request for a guest invitation;
- Request for the obtaining the energy-intensive equipment;
- Application for eviction.

The list of forms can be changed or supplemented.

### **Strict compliance with safety rules**

Residents are obliged to attend technical and fire safety briefings held in the dormitory. Any actions bearing a direct or indirect threat to the safety of other residents, employees and property of the dormitory are a direct violation of the rules of the internal regulations of the dormitory and the University.

Any incidents that could harm or threaten the health and life of a resident that occurred

outside the territory of the dormitory are not responsibility of the administration of the dormitory.

### **Strict compliance with rules of curfews**

Residents must strictly adhere to the established curfew and return to the territory of the dormitory before the set time. It is forbidden to leave the territory of the dormitory after the curfew, except of emergency cases. To monitor the fulfillment of this requirement, assistants can be inspected without notification to residents. The curfew is valid from 00:00 to 6:00, if there is not any other directions by the administration.

If there is a need for an urgent night-time departure, residents are required to notify the assistants and fill out the Application form for staying outside the Dormitory after the curfew, the responsible person for the student must be contacted (by phone) from the RA Dormitory .

### **Strict compliance with the silence hours**

To protect the rights of recreation and training of residents against excessive noise and other distractions, the administration of the Hostel requires residents to adhere to "quiet hours", at night from 23:00 to 08:00.

During quiet hours, residents must keep silence, therefore it is not allowed:

- raise your voice, shout, sing;
- listen to music, watch movies, broadcast and broadcast at high volume;
- to do intensive sports exercises and dances that require noise / jabs / jogs / jumps;
- produce or initiate extraneous noises, loud noises.

### **Careful attitude to the property of Dormitory**

The Resident is responsible for using the property of the Dormitory. Residents who intentionally or by negligence cause damage to the property of the Dormitory are penalized by the administration, including monetary fines and deprivation of the right of residence in the Dormitory.

### **Careful attitude to living accommodations.**

The resident is obliged to keep clean and maintain order in living accommodations, to make daily cleaning of a room and a bathroom. A careful attitude to the inventory, room, shower rooms is mandatory, water and electricity consumption should be economical.

### **Careful attitude to common areas**

The common zones in the Dormitory are designed to hold meetings and rest of residents, outside of their rooms. Residents should respect each other's rights to share these areas, to consciously respect the compliance with silence at any time of the day, especially in "silence hours". Residents are obliged to keep cleanliness and maintain order in common areas, carefully use household items, equipment and save the resources of common areas.

### **Computer class**

The computer class is intended for educational purposes. Residents should respect each other's right to training, so you should avoid noise in the computer class at any time of the day.

### **Kitchen**

Only residents can use the kitchen. Residents should dispose of unused or spoiled food. Assistants or technicians can dispose of any unhealthy food. Residents should keep clean in the kitchen, take care of the kitchen equipment (close after use water taps, turn off gas / electric stoves, wipe wet surfaces before leaving the kitchen).

All residents have equal access to the use of the kitchen for cooking; in accordance with the rules of fire safety, residents are prohibited from using personal tiles (stoves) in residential and other premises.

### **Laundry**

Laundry can only be used by residents, as well as technical personnel for the needs of the Dormitory. Use of laundry is allowed only during the period set by the schedule. It is forbidden to place foreign objects, shoes, large volumes of laundry, food, any items that are not clothing or bed linen (pillows, mattresses and blankets are not included in the laundry allowed for washing in washing machines) inside the washing machines. Follow the instructions posted on the information panels in the laundry carefully.

### **Household appliances on the floors**

Residents should dispose of unused and spoiled food products from refrigerators installed on the floors. Any food stored in refrigerators for longer than a valid timeframe will be disposed of. Residents should keep refrigerators and microwave ovens clean after each use.

### **Compliance with Visiting Rules**

Access to the Dormitory is open to visitors only with the prior approval of the Coordinator or the Administrative management Director from 08:00 to 21:00.

Only those who have received permission to visit can enter the Dormitory, or if they were invited by residents.

If the resident invites the guest, it is obligatory to fill out the Guest Invitation Request Form, receive the signature of the Coordinator or the Administrative Management Director. If another person plans to visit the Dormitory, he must obtain prior approval for a visit from the Coordinator.

The inviting party and guests must follow the rules below:

- Residents should mark their guests in the visit log at the security desk.
- The roommate's right to free access to the room should not be limited to the time of visit. A roommate should not be left out because of a visit to the right to privacy, the right to use studying time, or the right to sleep.
- Residents are forbidden to invite visitors for a long time in the Dormitory, including the night times. Visitors can stay in living accommodation only with the permission from all residents in these rooms.
  - Visitors is obliged to follow AUCA and Dormitory rules and regulations. Residents are responsible for possible damage to property, for violations of rules conducted by their visitors.
  - Permission to invite visitors and / or access to visit may be revoked if visitors violate these rules.

#### **Responsible attitude toward personal things**

Administration of the dormitory is not responsible for the safety of personal things. Residents should take precautions to secure personal things from theft, fire, or other actions. In case of damage / theft of property, the resident has the right to apply to the security service and familiarize himself with the video records.

#### **Drinking alcohol, using narcotic drugs and smoking**

It is prohibited to drink alcohol and keep alcohol in the dormitory. Smoking outside the designated smoking area is prohibited. It is also prohibited to consume, possess and keep the drugs in the dormitory in any amounts.

#### **Keeping the pets**

It is prohibited to keep any kind of domestic animals, birds, fish, and insects in the dormitory.