

# **Meridian Hostel**

## **HOSTEL POLICY**

**2008 - 2009**

## **STUDENT ROOMS POLICIES AND PROCEDURES**

### **Introduction**

The purpose of these guidelines is to provide information, and also to offer the desired Pre-University environment; protect and secure room occupants. They have also been established in order to reduce excessive wear and damage to facilities and to effectively administer the use of the facilities. If there are any enquiries, kindly contact the Hostel Manager

### **Meridian Hostel Management**

The hostel will be managed by a Hostel Manager who is ultimately responsible for all activities in the hall. To assist him will be other officials employed by Meridian Pre-University (MPU). MPU has the authority to interpret, revise, extend, or grant exceptions to these terms and conditions on the basis of need and merit of individual cases. Any request for exceptions and any extensions should be made in writing. All room assignments are made without regard to race, creed, or national origin.

The term ‘Hostel Manager’ in this document refers to the Hostel Manager and other executives that have been employed to oversee the daily administration of the hostel including porters and other administrative assistants employed or appointed by MPU.

The Student Housing Contract is binding from the date of assignment until the end of the academic year except for reason of graduation. Any exception for release from this contract can only be considered with either verification of official withdrawal from the Pre-University.

### **Housing Deposit**

A housing deposit or the total housing fee per semester is paid by the student wishing to be resident prior to the beginning of that semester. This amount will be determined by MPU. This amount deposited, by the student is for the purpose of reserving a room for the student. The housing deposit will be considered as part payment of the total residence fees for that semester.

### **Refund Policy**

The policy on refunds provides Refunds will only be made for withdrawals from the hostel within six weeks of entering residence. The amount to be refunded will be subject to the discretion of MPU

A resident who is suspended or expelled by the Pre-University or removed from a residence hostel for reasons of improper conduct or violation of policy for residence hostel or Pre-university regulations is not entitled to any refund of room and board.

### **MPU responsibilities and rights**

**Meridian Pre-University (MPU)** will provide each student with a properly painted and prepared room. Students will assume responsibility for damage or loss to the room and its contents in excess of normal depreciation. The **MPU** does not assume responsibility for loss or damage to a student’s personal property from any cause. The **MPU** Hostel Manager reserves the right to open and inspect student rooms for cleanliness, damages, violations and illegal items.

MPU reserves the right to cancel or change any room assignment in the interests of the resident group; study conditions; the enforcement of policies governing conduct and procedure, in the interests of health, sanitation, and safety and in cases of recognized emergency; to enter any quarters for inspection, cleaning, repairs, or maintenance of order, or to levy and collect charges for damage to room or equipment occasioned by the fault or neglect of the resident

### **New Students**

Each new student must complete the admissions process before an assignment can be made. At the point of payment the admission letter should be presented.

Each new resident will be required to complete a housing contract before an assignment can be made.

Guarantors will be required to be provided along with the housing contract. Guarantors will be notified in the event of breach of contract or expulsion.

Assignments are made according to the date the room reservation fee and the housing contract are received.

### **Assignments are subject to available space.**

Roommate preferences can be made at the time of application and payment an effort will be made to comply with the request; however, MPU cannot guarantee specific roommates.

Once a student has signed up for a room, that student is responsible for room-and-board charges from the date semester begins until check-out is complete or written termination notice is turned in to the Hostel Manager .

Following the last day of orientation, any space reserved but not occupied by any student will be canceled unless an exception has been granted for late arrival.

Students who check into their rooms and fail to officially check-out before vacating the dorms will continue to accrue their room and board charges.

### **Returning Students**

Following the last day of the first week of the semester any space reserved but not occupied by any student will be canceled unless an exception has been granted for late arrival.

Students who are checked into their room but fail to check out of their rooms officially before vacating the dorms will continue to accrue charges until checkout is complete.

A room reservation schedule is provided for all returning students prior to the end of every semester.

Each student must submit a Room Request Form according to the room reservation schedule set up by the Students Services Centre

All room placements are considered according to the order in which they are received.

Requests for a specific roommate must be mutual and received on or near the same date. Every effort will be made to comply with requests; however, the University cannot guarantee specific roommates. The Pre-University will make assignments without regard to race, creed or national origin.

Changing roommates or rooms during the term or between terms is not permitted under normal circumstances.

Once a student has signed up for a room, that student is responsible for room and board charges from the date semester charges begin until check-out is complete, or until a written termination notice is turned in to the Students Services Centre

Following the last day of orientation, any space reserved but not occupied by a student will be cancelled unless an exception has been granted for late arrival.

Students who are checked into their rooms but fail to check out officially before vacating the dorms will continue to accrue charges until check-out is complete.

The Pre-University reserves all rights concerning the assignment and reassignment of rooms and halls or the termination of occupancy.

Students are not permitted to live in residence halls at times other than those included in the hostel contract.

### **Room Changes**

Hall or room changes will not be considered for the first two weeks of school or the last day to add classes unless dorm transfer is necessary because of finances.

Room changes are assigned per available space and are considered according to the order in which they are received.

Students are not allowed to move into a completely empty room without authorization until all available spaces have been filled.

Students who are changing rooms will not receive a new key until they have formally checked out of their previous room.

### **Room Keys/ Cards**

Keys are not supposed to be in the hands of individual students. There is a charge for keys which are lost or not returned. Students should keep their doors locked whenever they are out of their rooms and returned to the receptionist before leaving the hostel. Any student using an unauthorized key to enter a room or trespassing will be subject to dismissal.

### **Rooms Decorations**

Students are NOT encouraged to decorate their rooms for convenience and comfort however MPU requires that permission must be sought before pasting pictures, posters, or written materials on the wall and the content must be known to the hostel manager. All decorative displays should be in line with the following:

Decorations inconsistent with MPU philosophy may not be displayed. The final interpretation of whether a decoration/posting is inappropriate will rest with the Hostel Manager. Residents possessing any materials that the MPU deems questionable may be asked to remove such items from their rooms.

Decorations that mark or damage walls, ceilings, floors, closets, windows, fixtures, or furnishings (e.g. nails, glues, hooks, wallpaper, tacks, pins, etc.) are not permitted.

If the hostel manager determines that a room needs to be painted, the Maintenance Department will paint the room. Students are not permitted to paint their rooms.

Alcoholic beverage, cigarette, tobacco or illegal drugs are not permitted in student rooms or on any part of the campus.

Alcoholic beverage, cigarette, tobacco or illegal drug containers, advertisements or paraphernalia are not permitted in student rooms or on any part of the campus.

Displaying offensive or insensitive racial or sexual materials will not be permitted in student rooms. Questionable materials are subject to the Hostel Managers discretion.

In decorating their rooms, students should note possible fire hazards.

Occupants must restore their rooms and suites to their original condition prior to checking out or one week before the end of semester. Failure to do so will result in a fine.

### **Cleanliness Responsibility**

Students are responsible for the cleanliness of their rooms.

Students will be expected to maintain cleanliness. Students are expected to leave the rooms and suites clean when moving out of the residence hall. A fee will be charged when cleaning is necessary for the next tenant to move in. For health and facility care reasons, MPU reserves the right to authorize inspection of student rooms. There will be periodic random inspections of the kitchen and bathrooms to ensure that the standard of cleanliness is being kept.

If after 2 warnings living areas are not kept up to standard occupants will no longer be allowed to reside in the hostel.

Hostel fees will not be refunded if students are asked to leave due to an inability to meet the cleanliness requirement.

Neither cooking nor possession of cooking apparatus is permitted in rooms, and food should be stored in such a way as not to attract insects.

### **Damage Responsibility**

Damages to a room or its contents should be reported immediately the Hostel Manager so the necessary repairs can be made. Failure to do so may result in damage charges.

Normal wear of furnishings and equipment in a hall is expected. Excessive damage to furnishings and equipment will be charged to those found responsible.

If the identity of the person(s) at fault cannot be determined, the cost of repairing or replacing the damaged or stolen property in a common area will be divided among residents of the living area.

### **Vacation Residence**

Break period is clean-up, fix-up and painting time for the hostel. During these months MPU reserves the right to close off sections of hostel and require students staying for summer school or other approved reasons to change rooms.

Those individuals residing in Pre-University housing during the vacation are subject to all Pre-University policies, procedures, rules and regulations. This includes dress code, Honor Code, curfew and sign-out.

Private rooms are not available during the summer.

Roommate preferences must confirm their spaces on or near the same time.

Vacation rates are subject to change by action of the administration

### **Utilities and Appliances**

The following items are not allowed:

Heaters

Hot plates

Open-coil appliances

Toasters

Space heaters

Electric stoves

Fridge

Rice cooker

Gas Cooker

Television set

Grills

Any items not found in any of the lists above should be cleared with the hostel manager before being brought to the room.

All appliances must be declared at the beginning of the semester for appropriate billing, being in possession of undeclared or unapproved items can lead to expulsion

An initial filled gas cylinder will be provided in the kitchens however, residents will have to contribute to buy subsequent cylinders of gas.

Rates for utilities are subject to change.

### **Electrical Appliances**

All cords and connections must be in good working condition. Students may only expand electrical outlets with power strips and surge protectors.

Stringing wire between buildings is prohibited, as is the installation of radio or television antennas on any building.

Repeated overloading of electrical circuits will require removal of equipment causing the overload.

Satellite dishes or other alterations are prohibited.

### **Bills**

Utility bills for additional charge appliances and flat rate appliances will be paid monthly.

### **Living areas**

#### **Hall Safety**

In order to provide for the safety of residents to avoid damage to the hostel property, students are not to throw water or objects in the hallways. Use of any type of athletic equipment in hallways is prohibited. Violation of this policy will result in a fine. All hallways, stairwells and lounges must be cleared.

#### **Kitchens**

Kitchens are provided in the residence halls for the preparation of food. Therefore no food preparation is permitted in rooms.

No cooking is allowed after quiet hours.

Residents must ensure that the use of the kitchen does not result in soiled walls or weakening of the infrastructure. No pounding of fufu is permitted.

The preparations of foods that will soil the walls or floor are not allowed. Residents will pay for damages made beyond normal depreciation of the facility.

An initial filled gas cylinder will be provided. Residents will have to contribute to buy subsequent cylinders of gas.

#### **Common Areas**

Desk personnel are on duty 24 hours a day at the reception desks of each residence hall to monitor the residence hall.

The main lounges in the residence halls are to be used for relaxing, studying and socializing. Loud talking and Sharing of beds are not in good taste and will not be tolerated. Acceptable dress for public lounges is compliant with the school dress code.

Inappropriate conduct including sexual misconduct and open displays of affection are not permitted in any room (or anywhere on the premises). Violations will lead to dismissal from residence.

### **Hall Residents visitation and Interaction**

No male is permitted in a female room. Residents of single sex hostels may receive visiting residents of the opposite sex in the common areas **ONLY** and **NOT IN THEIR ROOMS**.

Residents of the opposite sex are only permitted in the common visiting areas made available in the campus after which they must go to their own hostels.

No male resident is permitted to enter a female resident's room. Interaction between the opposite sexes should be in the common areas provided.

Under no circumstances may residents be in any state of undress while visiting another resident in the common area.

No 'perching' is permitted. On-campus residents are not allowed a nonresident (student or non-students) to remain in their rooms longer than the acceptable guest policy and/or without receiving clearance from the Hostel Manager are subject to disciplinary action; the resident may be permanently expelled, rent charges may be incurred, and additional disciplinary action may be taken. Residents will be held accountable for their resident guests' actions.

Visitation and guest policies remain in force during holiday, exam, and camping periods. Failure to comply with these policies may result in termination of the housing privileges and/or further judicial action, including suspension or dismissal.

Residents must adhere to the policy regarding Visitors

### **External Guest and Visitation Privileges**

All guests must abide by the Student Standards of Conduct.

Visitors of the opposite sex are **only permitted on campus but not in the hostels**.

No guests are permitted to stay over night unless they are female guest of the Pre-university as a whole and the appropriate clearance has been sought.

Under no circumstances may guests of the opposite sex utilize floor or room showers, or be in any state of undress while visiting a resident in the common area.

No 'perching' is permitted. On-campus residents who allow a nonresident (student or non-students) to remain in their rooms longer than the acceptable guest policy and/or without receiving clearance from the Hostel Manager are subject to disciplinary action; the resident may be permanently expelled, rent charges may be incurred, and additional disciplinary action may be taken. Residents will be held accountable for their guests' actions.

Under no circumstances may a guest reside in MPU student housing unattended. A MPU student (who is assigned to the actual room/apartment in which the guest will be staying) must host her.

Visitation and guest policies remain in force during holiday, exam, and camping periods. Failure to comply with these policies may result in termination of the housing privileges and/or further judicial action, including suspension or dismissal.

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### **Appropriate Residence Hall Behavior**

Students will respect the Hostel Manager and porters and will respond accordingly to their guidance and direction.

Students will respect the other residents in the building. They will realize that they are living in a community and need to adjust their lifestyle accordingly, out of respect for their neighbors.

Students will refrain from profanity and obscene behavior at all times.

Students will play music at moderate levels and at appropriate times. They will also refrain from playing music with profanity

Students need to quiet down after midnight on week nights so others can study and sleep.

### **Parking Space**

Students who wish to park their vehicles in the hostel for security reasons must register their cars with the Hostel Manager and pay a parking fee within 24 hours of arrival.

Cars that will be allowed to park will be given an identification sticker.

Cars parked without identification stickers displayed visibly are at risk of being towed away.

Parking space will be given on a first come first serve basis and at the discretion of the hostel manager.

### **Cars**

Cars are considered mainly for transportation off campus. Therefore the following regulations apply to all students who have registered cars on campus.

Cars may only be parked at designated student parking areas

Music played in cars should not heard outside of the cars

Sleeping in cars by residents or nonresidents is not permitted on the premises of the hostel. Cars are not approved resting or sleeping areas. Visitors should be received in the appropriate visiting areas.

Major repair and mechanical work is not permitted on the premises (E.g. changing of major parts.).

Only emergencies and minor repairs are permitted (E.g. changing tires, topping up car fluids etc.)

Inappropriate conduct including sexual misconduct and open displays of affection are not permitted in cars (or anywhere on the premises). Violations will lead to dismissal from residence.

### **Withdrawal**

Students are required to remove their belongings within 48 hours of their official withdrawal date and must check out of the residence hall room with their residence hall director. Failure to comply with this policy will result in a fine.

### **Hours**

#### **Overnights and Weekends**

All students are encouraged to follow the notification procedures as determined by the Hostel manager when leaving their hostel for the weekend or overnight. This form is available at the hall desk should be filled to the desk prior to leaving the hostel. The purpose of this procedure is to help locate students in an emergency such as illness, accident, or death in the family. Freshmen are strongly encouraged to limit their weekends away during the first term, exclusive of holiday vacations. This guideline has been established to encourage new students to become involved in campus life and activities.

#### **Closing Hours**

The main lounges which serve as common visiting areas are closed to members of the opposite sex at 11:00 p.m. daily. Non-hall residents of the opposite sex and visitors without authorization of the Hostel Manager found on campus after closing hours will attract disciplinary action, as will the hall residents involved in the violation.

### **Locking Hours**

The main entrances in all residence halls are locked at 1:00 a.m. every night. All other doors are locked at 11:00 p.m. every night. Entrances in all residence halls are unlocked at 5:00 a.m. each morning. Persons entering after halls are locked may be requested to show their MPU ID card to the assisting staff. For safety reasons, it is imperative that students refrain from propping exterior doors. Anyone found propping open an exterior door would be subject to a fine and possible disciplinary action.

### **Quiet Hours**

Quiet and consideration hours have been established as a necessary part of community life in order to provide residents with the opportunity for adequate study and rest. The policy has been created to encourage a sense of community responsibility and to demonstrate consideration for all residents.

Quiet hours are in effect from 10:00 p.m. to 9:00 a.m. every day.

All residents are expected to refrain from causing any noise or disruption that would infringe on the rights of fellow students to study, sleep or to have his/her quiet time. Noise should be kept at a low level.

Stereos and other forms of noise are not to be heard outside of the room for which they are intended so that neighbors both inside and outside of the building are not disturbed. Speakers must not face or be placed in windows. Failure to keep the noise level of sound equipment reasonable may result in removal of the equipment from the student's room.

Activities such as shouting, serenading and playing loud games in the lawn areas outside the residence halls are not permitted during quiet hours

Repeated complaints about noise from a particular room or person will be investigated and could result in eventual fining or expulsion.

### **24-Hour Courtesy**

The right to study and sleep supersedes the privilege to entertain oneself for others. A "24-Hour Courtesy" policy upholds the MPU's commitment to providing an environment wherein students may experience academic success. Noise, which is audible beyond the confines of one's room/apartment, is prohibited and may result in disciplinary action. The Hostel Manager reserves the right to confront and address what is deemed to be excessive, disruptive behavior that is disrespectful to others in the immediate outside vicinity of the living area (e.g., courtyards, sidewalks, entryways). Individuals and groups may be asked to leave the area.

### **Entry of a Resident's Room**

MPU recognizes the rights of students to protection against unreasonable search and entry. In order to protect this right, while ensuring its tradition as a residential Pre-university whereby the quality of life in the residence halls is a proper aim of policy and practice, MPU has instituted the following regulations to govern search and entry of Pre-university-owned student rooms.

Therefore, the following guidelines establish a suggested procedure and should not be misconstrued as a rigid policy. Reasonable search from professional Pre-university personnel include: instances where there is compelling evidence that a person is either in danger of harming themselves or another; or a College or MPU policy is being broken.

No student room will be entered without knocking or identifying oneself as an authorized staff member.

Whenever possible, the purpose of the entry will be stated to the residents of the room.

Rooms are routinely entered for compliance checks.

Hostel manager and other MPU personnel are authorized to use a master key to gain entrance to a room in case of an emergency or investigation if the assigned residents are not present or if the Hostel Manager or MPU personnel are refused entry. If residents are not present, they will be notified of the entry. If possible, in this circumstance, two staff members shall be present.

However, residence hall living encourages informal relationships between Residence Life staff and students and the detection of policy violations are many times the result of casual interaction in student rooms.

### **Pet Policy**

Animals are prohibited in any MPU owned or managed housing.

### **Required Residence Hall Meetings**

Hall meetings are held at least twice every semester.

Extra meetings may be called to address issues during the course of the semester.

All residents are required to attend and permission for an absence must be secured from the Hostel Manager in advance of the meeting time. A fine will be charged to a student for an unexcused absence.

### **Men Working in Residence Halls**

Workmen may come into the residence halls to make repairs during regular office hours or in the evening or weekends for emergencies. Women should be properly attired before permitting workmen to enter.

### **Solicitation**

The living-learning environment should provide a place where one can seek out opportunities for involvement and also enjoy privacy and freedom from constant interruptions and disturbances. Therefore, no one is permitted to utilize student rooms, computers, hostel phones and resources, or public spaces within hostel living area to sell or operate any type of business without permission from the appropriate authorities.

This solicitation restriction applies to residents as well as non-residents, young children as well as professional salespeople. Any requests for exceptions to this policy must be submitted in writing to the Hostel Manager.

## **Thefts**

All students should take precautions against thefts. Most thefts that occur in the residential units occur as crimes of opportunity when students leave their room with the door unlocked or leave their belongings unattended. Most thefts can be prevented by eliminating these situations.

If a theft does occur, students should report it immediately. Students may also assist by notifying personnel immediately of any suspicious people on campus.

## **Sexual Harassment and Assault**

Subtle or blatant behavior in the form of sexual advances, any physical conduct of a sexual nature or request for sexual favors is illegal. Students who have concerns about sexual harassment should immediately contact the Hostel Manager.

Rape, sexual assault and sexual abuse is a criminal offense subject to prosecution under the law. If a student is assaulted or if a student becomes aware of an, assault the following guidelines should be followed:

As soon as possible call the police.

As soon as possible contact the Hostel Manager, Porter, or Dean of Students

Victim should not shower, bath or use mouthwash before receiving medical attention.

Seek medical attention as soon as possible.

Reporting the assault does not obligate the victim to press charges.

Clothing worn at the time of the assault should be saved for evidence.

Neither rape nor assault is ever the victim's fault.

Victims are strongly encouraged to seek support from a relative, pastor, Christian counselor, trusted friend.

## **Drug, Alcohol and Tobacco Policy**

The following guidelines will be followed:

Meridian Pre-University is a smoke-free, alcohol-free and drug-free college.

No one under the influence of alcohol, illegal drugs or narcotics is allowed in the hostel or on campus.

No one shall own, possess, use, transport, distribute, manufacture or sell any illegal or controlled substance as defined by the Narcotics Control Board.

Medication prescribed and used according to directions by a registered physician is permitted.

The possession of or the use of illegal drugs, alcoholic substance, narcotics or tobacco is forbidden on or off the college campus.

Any student who is struggling with substance addiction should immediately contact the chaplain for assistance.

Anyone who comes to the campus or hostel premises under the influence of alcohol or any illegal substance will face disciplinary action and possible expulsion.

## **Fire Alarms and Equipment**

Tampering with fire hoses or extinguishers and other protection equipment is against regulations and will result in dismissal from the Hostel. A student who pulls a fire alarm when no fire exists can expect dismissal from the hostel. When arranging room furniture, students in every building should

remember to keep at least one window completely clear in order to provide free and easy access for emergency rescue personnel.

### **Fire Procedures**

Fire drills may be held occasionally throughout the year. Fire drill information, including escape routes and exits, will be provided in each residence hall. Each student should familiarize himself/herself with this information. In the event of a fire or fire drill please adhere to the following:

Leave immediately upon the sounding of the warning.

If time permits, all windows should be closed. Doors are to be left closed and unlocked.

Wear shoes and carry a towel.

Evacuate in a neat and orderly fashion.

Fire Personnel assistants will be present to facilitate drill procedures.

Clear the building by at least 75 feet.

Do not interfere with firemen, fire trucks or other fire equipment.

Do not re-enter buildings until the fire department gives permission to re-enter.

Anyone not leaving a building during a fire drill/alarm will be fined and will be subject to disciplinary action.

### **Fire Hazards**

Students are expected to be alert to fire hazards and to use good judgment when potential hazards exist. It is impossible to list all fire hazards, but the following regulations are basic to fire safety in residence halls:

### **Appliances:**

Care and caution should be taken whenever any type of appliance is used.

Appliances used for heating purposes must have enclosed heating elements or heating coils.

Grills, hot plates, open-coil appliances, toasters and space heaters are not permitted.

Homemade and commercial incendiary devices, such as fireworks and knock-outs, are a serious threat to personal and campus safety. The possession or use of such devices on campus is not permitted. Violations will be subject to significant disciplinary action responses ranging from fines to dismissal.

### **FLOOR REPS**

Every floor will have a floor rep who will see to it that the common areas like the

- The TV room
- The kitchen
- The corridor

Etc are kept in a good condition. (what do you think)