

UNIVERSITY PROPERTIES RESIDENCE HALL POLICIES

The Living Learning Program implemented at the Residence Hall and Residence Suites in 2003 has proven itself as a very successful support method for enhancing the probability of academic success for students pursuing a medical degree at St. Matthew's University. This living learning environment program strictly adheres to the same ethical and behavioral standards expected of future physicians set by St. Matthew's University policies and the student handbook. A prime example of the success of the RH/RS living learning environment is that a very high percentage of the students who lived in the RH/RS environment for three or more semesters passed the Step One USMLE exam on the first try. New studies of student retention and new student retention practices implemented at various U.S. Universities further underscores the importance and viability of the RH/RS Living Learning Program. The RH/RS Living Learning Program predates many of the now newly touted examples of studies pointing to more successful student academic achievement and the following policies have been adapted to that environment as further effort to enhance the potential for medical student academic success.

1. The agent of U.P reserves the right to make decisions regarding room assignments, the right to refuse assignments and the right to terminate occupancy of residents.
2. The management, including the Board of Directors and any agent acting on behalf of U.P, reserves the right to enter and inspect an apartment:
 - a. when it appears that an occupant of the Residence Hall may be physically endangered,
 - b. when it appears that the apartment may be damaged,
 - c. when it appears that an apartment policy is being violated, or,
 - d. for periodic scheduled maintenance or inspections
3. If a student pays the initial deposit to secure their room and then is unable to attend St. Matthew's University, a full refund will be made if St. Matthew's University is informed via email within three (3) business days of submitting the deposit. Email confirmation should be sent to amarin@stmatthews.edu. If St. Matthew's University is not informed via email of the intent not to attend within three (3) business days of submitting the deposit, it will be forfeited.
4. Only full-time, enrolled students (or approved spouses) may reside in the Residence Hall.
5. Rooms may not be sublet.
6. The lessee agrees to use his/her room for living purposes only.
7. All rooms are tobacco-free. Tobacco products must be used outside of the Residence Hall in the designated area. Cigarette butts must be disposed of properly. Any open flames, including candles, incense and burners are prohibited. A fire system is in place.

8. Any resident inviting a guest shall inform the management at least one week before their expected arrival and register the guest at the Front Desk:
 - A charge of C\$ 20 per night will be added to the student's account for guests.
 - a. Guest needs to be identified by front desk and security personnel.
 - b. Students are and will be held responsible for the conduct of their guest.
 - c. The management reserves the right to refuse any guest or requests for accommodations of guests.
 - d. Other policies relating to guests are available from management.

9. It is a fundamental right of each student to have sufficient quietness to study in his/her room at any time. Quiet hours may be adjusted during Finals Week. Failure to comply with the above will be grounds for cancellation of a lease and forfeiture of the deposit. Management retains the right to refuse visitation privileges of any individual requesting entry into the Residence Hall. Quiet hours shall be in effect as follows:
 - Sunday through Thursday: 10.00pm to 10.00am
 - Friday and Saturday: Midnight to 10.00am

10. The hours of visitation in the Residence Hall are as follows
 - Sunday to Thursday: 10.00am to 10.00pm
 - Friday and Saturday: 10.00am to 10.00pmManagement retains the right to refuse visitation privileges of any individual requesting entry into the residence hall.

11. After 10.00pm, the front entrance of the Residence Hall will be the only door remaining open. Between 10.00pm and 7.00am, security will allow residents and approved guests, access to the Hall upon presentation of appropriate identification. Students should carry their SMU Identification Card with them at all times.

12. The right of a student to live in reasonable privacy has precedence over the right of his/her roommate to entertain guests in a shared room. In the practical application of determining when guests should be invited in the room, common sense and respect should prevail.

13. Unauthorized cohabitation is prohibited and will result in termination of the contract.

14. For studying purposes, students are permitted to have a total of 3 persons per single, and 6 per double room.

15. The student agrees to be responsible the following maintenance requirements: malfunction/damage of appliances, equipment or property must be reported immediately to management through a Student Request Form, available at the front desk. The student shall make no alterations of any type to said property. Only university maintenance personnel are permitted to make repairs. Windows are not to be opened while the air conditioning is running.

16. Students shall use all areas of the Residence Hall and its premises, including personal property and furnishings, in a careful and proper manner. At the expiration of a student's contract, the student shall leave their room in condition in which it was received. Students shall pay for any and all damages to the room and/or its equipment and furnishings. The amount of damages and student liability shall be determined by management and will be

charged to the student's account. The entire deposit, or any portion thereof, may be applied against damages. **DO NOT HANG CLOTHES ON SPRINKLER SYSTEM.**

17. The use, possession and/or sale of illegal substances or drug paraphernalia is strictly prohibited. Such activity is cause for termination of the Residence Hall contract. U.P and St. Matthew's University School of Medicine have a "ZERO TOLERANCE" policy in regards to possession or use of drugs and/or paraphernalia. Such activity will result in presentation of charges by the St. Matthews University Disciplinary Committee and may include penalties up to, and including dismissal from the university.
18. There will be no changes or transfers of apartments in the Residence Hall during a semester. If an occupant vacates a room, the remaining students will agree to accept another roommate as assigned or move into another apartment if requested by management. Any changes have to be authorized by management.
19. Students will have the right to choose a roommate. If roommate names are not provided with the resident hall application, management reserves the right to arrange for roommate.
20. Only full-time enrolled students have access to Residence Hall conveniences. Guests are permitted in the Residence Hall according to Residence Hall Policies.
21. When an apartment is vacated at the end of, or during a semester, room keys or cards must be returned to management. Deposit refund will not be made until all cards or keys have been returned. A fee of CI\$ 125 may be charged for an improper check-out procedure. Refunds normally take 3weeks to be issued. Please email management for questions.
22. All residents shall be responsible for their automobiles and personal possessions and should have them properly insured. U.P will not be held responsible for damages or loss of resident's personal effects. U.P carries no insurance covering such losses.
23. The following are not permissible and are subject to commensurate damage costs, as applicable: painting of rooms, homemade bunk beds, lofts, overhead frames, additional walls, use of any adhesive, and contact paper or other material that may damage floors, walls or ceilings.
24. Solicitation is not permitted without prior approval of management.
25. Furniture and/or equipment shall not be removed from its original location in the complex for any reason. The loss of, or damage to furniture and/or equipment will be assessed against the student.
26. While cooking in the shared kitchen, students are expected to clean after they are finished.
27. Coin operated washers and dryers are available only to students residing in the Residence Hall. The Residence Hall will not be responsible for any losses or damages incurred in the Laundry Room.
28. Cleaning services will be provided once a week. Students are asked to facilitate the

service by removing objects from the floor. **Students are required to remove their garbage.**

29. If a room is inspected and found to be damaged, the student will be given a week to repair or arrange the damages. Failure to comply with this request will result in administration making repairs and charging the repairs to the student's account.

30. Bicycles and motorbikes may not be brought into the Residence Hall. There are designated areas to park bikes and/or scooters.

31. No firearms or weapons, including martial arts equipment, ammunition, fireworks, or any other weapons are permitted on the premises or in the Residence Hall.

32. Inappropriate behaviors that violate St. Matthews University or U.P Policies and Procedures and/or Cayman Island law will be referred to the Residence Hall Manager.

33. Policies at the Residence Hall are subject to change. Management reserves the right to modify, add, or delete policies.

We hope you will enjoy your stay with us. We are here to provide you with, a safe and quiet environment that will enhance your academic experience.

I have read, understand and agree to the terms and conditions listed above and certify that the above statements and information provided are correct and complete.

_____ (please initial)

SIGNATURE: _____

DATE: _____

PRINT NAME: _____