



**University Housing
Policies and Regulations
2024-2025**

Table of Contents

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|---|-----------|
| Table of Contents | |
| Resident Rights and Responsibilities | 4 |
| Section 1- Terms and Conditions | 5 |
| Art. 1 Housing Assignment and Placement | 5 |
| Art. 2 Contract - Terms, Duration and Early Termination | 6 |
| Art. 3 Harassment - Bullying, Cyber-bullying | 7 |
| Art. 4 Housing Orientation | 7 |
| Art. 5 Immigration and Local Police Requirements | 7 |
| Art. 6 Applicable Law and Forum | 8 |
| Art. 7 Liability | 8 |
| Art. 8 Minor Students in University Housing | 8 |
| Art. 9 Move-In and Move-Out | 8 |
| Art. 10 Privacy | 9 |
| Art. 11 Severability | 9 |
| Art. 12 Solicitation | 9 |
| Art. 13 Student Organizations | 9 |
| Section 2- Housing Policies | 9 |
| Art. 15 Alcohol and Drugs | 10 |
| Art. 16 Assisted Entry | 10 |
| Art. 17 Cleaning – Trash and Recycling | 11 |
| Art. 18 Decorations | 11 |
| Art. 19 Defenestration | 11 |
| Art. 20 Eviction | 11 |
| Art. 21 Furniture | 12 |
| Art. 22 Gambling | 12 |
| Art. 23 ID Card - Building Access | 12 |
| Art. 24 Keys and Security | 12 |
| Art. 25 Luggage Storage (for Returning Housing Students) | 13 |
| Art. 26 Mail Delivery Services | 14 |
| Art. 27 Maintenance and Online Maintenance Portal | 14 |

| | |
|--|-----------|
| Art. 28 Network (Wi-Fi) Connections | 15 |
| Art. 29 Noise Policy – Quiet Hours | 15 |
| Art. 30 Personal Transportation - Bicycles, Scooters, & Other vehicles | 15 |
| Art. 31 Prohibited Items and Substances | 16 |
| Art. 32 Residence Closure and Intersession | 16 |
| Art. 33 Room Entry and Inspection | 16 |
| Art. 34 Safety - Elevator, Emergency Doors, Fire Extinguisher, Fire/Smoke Alarms and Emergency Evacuation (Fire, Gas leak, Flood) | 17 |
| Art. 35 Smoking | 17 |
| Art. 36 Sports Equipment and Hall Sports | 18 |
| Art. 37 Vandalism and Damages to University property | 18 |
| Art. 38 Visitors and Overnight Guests | 18 |
| Section 3 – Sanctions | 19 |
| Art. 39 Sanctions | 19 |
| Art. 40 Appeal Process | 20 |
| Table 1: Violation and Fines | 20 |

Resident Rights and Responsibilities

RIGHTS

Residents in the University Housing have the right to:

- A living environment that encourages intellectual and personal growth.
- A trained Resident Assistant (RA) to help with the transition to Roman life/college life.
- A clean-living environment.
- A well-maintained apartment and a timely response to maintenance requests.
- Personal privacy within the limits of a residential, university setting.
- Study without undue interference, unreasonable noise, and other distractions.
- Sleep without disturbance from undue noise and other distractions.
- Expect that others will respect their personal belongings.
- Refuse visitors.
- Feel free from fear of intimidation, physical threat, or emotional harm.
- Discuss any problems or concerns that arise with Housing and Residential Life staff.
- Ask for identification from any person who seeks access to the apartment.

RESPONSIBILITIES

Residents in the University Housing Department have the responsibilities:

- Read and respect the *University Housing Policies and Regulations* and the *John Cabot University Student Handbook*.
- Thoughtfully contribute to a culture of community and mutual respect by engaging with all members of apartment in a way that creates a reasonable expectation for transparency and shared adherence to University Housing policies and the student code of conduct. This means that all apartment residents must create meaningful connections with the other members of their apartment at least to the extent that they take mutual responsibility for shared communal spaces. It is not in accordance with JCU community standards to purposefully refuse to engage with other members of the apartment to be completely unaware of the general situation in the apartment.
- Recognizes and agrees that all the aforementioned policies also apply to any visitors to the Student's University Housing.
- Report to JCU staff any behaviors by other students(s) that jeopardize their own well-being or others' safety. Any student witness to behavior that is in violation of JCU polices and regulations should immediately contact their assigned RA/RD, Residence Life Office, or the Dean of Students to discuss options for mediation or intervention.

The university operates under the expectation for discretion so students can report issues of concern privately.

If students that are knowingly in the presence of behavior that violates John Cabot University Housing rules and are complicit with misconduct, on their part or the part of others around them, will be held accountable for failing to uphold community standards of positive engagement and mutual accountability for equal adherence to the Code of Student Conduct and Housing Policies. Any negligent or problematic behavior must be reported to JCU personnel.

- Understand expectations regarding daytime guests.
- Inform guests of behavioral standards and expectations.
- Communicate concerns and requests to relevant parties in an effective, respectful, and timely manner.
- Accept responsibility for personal and community safety.
- Report all maintenance concerns via the JCU maintenance portal in a timely manner.
- Report any concerns about the safety of the residential community.
- Treat roommate(s) with respect and consideration.

Section 1- Terms and Conditions

Art. 1 Housing Assignment and Placement

1.1 The Student hereby authorizes the University to charge the Student's Student account for the cost of the Housing Fee for the University Housing that has been assigned to the Student and that the Student has accepted.

1.2 The Housing Fee includes costs of:

- Furnished dormitory room or apartment.
- Utilities
- Linens (Sheets, Towels, Duvet, Duvet cover, Pillow)
- Standard kitchen supplies and amenities (dishes, pots, pans, utensils, refrigerator, stove)

1.3 The Housing Fee varies depending on the location and room options of University Housing that is assigned to the Student and the Student understands that, in the event of relocation, the fee is subject to change and may take place after the initial move-in date.

1.4 The Student understands and agrees that the Student will make full payment of tuition and housing costs prior to the receipt of the Student's keys. If these payments are not met, the Student agrees that the Student may not move into the University Housing and the Student will be responsible for their own housing until the payments are made.

1.5 The Student acknowledges that the Housing Contract does not guarantee any specific housing or any accommodation for the Student.

1.6 The Student acknowledges that the University reserves the right, in its sole discretion, to reassign roommates, reassign housing units, and consolidate vacancies as the University deems it appropriate and necessary.

1.7 The Student agrees that the Student will not switch University Housing with any other Student. The Student understands that their presence in the Student's assigned University Housing has been registered with the local Italian police in accordance with local law.

Relocation

1.8 The Student understands that after the housing move-in, relocation or any changes in housing assignment is not guaranteed. In extraordinary circumstances, the Student may submit an online [Relocation Request](#) for a housing change to the Office of Housing and Residence Life.

1.9 The Student understands that relocation requests will be processed after the drop/add deadline which is typically around the second week after arrival. The University cannot accommodate every relocation request and relocations are approved based on medical needs or emergency circumstances. The University will be held harmless if a relocation request cannot be approved.

1.10 The Student agrees that any health-related relocation request must include a medical note, issued no more than two years to health@johncabot.edu with subject line, 'Relocation Request' with the online [Relocation Request](#) form. The Student further understands that the Health & Wellbeing Office will assess the request, and identify appropriate accommodation based on availability at the time of the request.

1.11 The Student understands that any residential life-related relocation request must be reviewed by the Residential Life Office. The Student further agrees to participate in discovery or mediation meetings facilitated by Resident Assistant (RA), Residence Director (RD), Residential Life staff and/or the Dean of Students before final decision is made.

1.12 The Student understands that submitting a relocation request does not automatically guarantee relocation to another apartment, building or location. If relocation is approved, the Student will be offered **one** alternative housing option, and the Student must reply to housingadmin@johncabot.edu within 48 hours to accept or reject the offer. If there is no response to the relocation offer, the Student's request will be automatically closed.

1.13 The Student understands that once relocation request is finalized with a decision, the Student is not allowed to resubmit new Relocation Request form during the same semester or session(s) unless the new relocation request is related to documented health concerns (see Art.1.10). If reconsideration from the previous request is needed, the Student must contact reslife@johncabot.edu.

Gender Inclusive Housing (GIH)

1.10 The Student understands the GIH Housing option is open to all undergraduate students, 18 years or older. The purpose of GIH is to provide a safe space for students of all gender identities.

1.11 The Student agrees that Gender Inclusive Housing is available in Gianicolo Residence, Lungara Residence, and Trastevere Apartments based on availability. GIH is not available in Neighborhood Apartments.

1.12 The Student agrees that the GIH is not intended for couples of any gender identity combination. The Student further acknowledges that John Cabot University does not support cohabitating with romantic partners.

1.13 The Student acknowledges that the GIH will be allowed to choose roommate(s) in this community based on compatibility rather than based on biological sex.

1.14 Student acknowledges that the Student will not be forcibly or randomly placed into GIH. Students must proactively opt into the program. If a student does not wish to live in the GIH community, they will be placed with students of the same sex.

1.15 The Student understands that both Online Housing Application and GIH Application must be submitted each semester or session by the Housing application deadline. Any submissions after the deadline will not be accepted or considered for the JCU Gender Inclusive Housing option, and your placement will automatically result in the Same-Gender Housing option.

1.16 The Student agrees that the Dean of Students and Housing Offices expect all inhabitants in GIH to respect everyone of all identities, even those that do not align with their own. If there seems to be an issue with people respecting others, the Office of Residence Life and Housing Administration reserves the right to intervene and relocate those that they see fit.

Art. 2 Contract - Terms, Duration and Early Termination

2.1 The Student understands that by signing the Housing contract the Student agrees to be bound by the terms of the contract and the John Cabot University (JCU) Housing Policies and Regulations until the end of the term.

2.2 The Parties agree that the duration of this Contract is the entirety of the Academic Semester.

2.3 The University may terminate the Contract early for the following reasons:

- a. Violation of any term or condition of this Contract.
- b. The final withdrawal, dismissal, or suspension of the Student from University courses.
- c. If the Student engages in any conduct that is found to be in violation of the clauses of Section 2 of this Contract or any clauses of the Student Code of Conduct.
- d. Any behavior on the part of the Student, which causes a direct threat to himself or herself or any member of the University community or the surrounding community.

2.4 The Student understands that the Student can voluntarily withdraw (or Leave of Absence) from the University or the University Housing during the semester for personal reasons. The Student is responsible for communicating to the appropriate departments to request a withdrawal (or Leave of Absence) from the University.

2.5 The Student agrees to email housing@johncabot.edu at least 72-hours prior to departure from the Housing facility. The Student further understands that the Student must sign the Housing Early Withdrawal form and agrees to all terms and conditions described on the Housing Early Withdrawal form. For students no longer enrolled in classes or withdrew from JCU Housing must vacate the JCU Housing within 72 hours from when the withdrawal request was approved.

2.6 The Student understands and agrees that if the Student fails to present at the appointment for signing the Early Withdrawal form or fails to reply (within 48 hours) to any communication from the Housing office, the Student will be automatically withdrawn from JCU Housing. The Student further agrees that the failure to complete the Check-out process will result in fines related to Move-out policy violations.

2.7 The Student understands and agrees to all terms and conditions described on the Housing contract, Supplemental to Housing Contract, Housing addendum, and ID receipt.

2.8 The Student understands and agrees to the JCU Refund Policy described on <https://www.johncabot.edu/admissions/tuition-and-fees/refund-policy.aspx>

Art. 3 Harassment - Bullying, Cyber-bullying

3.1 The Student agrees to act in a way that promotes the harmonious living conditions of University Housing without creating any disturbance to others and respecting the privacy and individual rights of other residents. John Cabot University is committed to creating a safe environment for all the members of the University community.

3.2 The Student agrees to act in a way that positively promotes John Cabot University and reflects the values expected of a John Cabot University Student.

3.3 The Student understands that the University has a zero-tolerance policy for sexual harassment and sexual assault. If any Student is found to have engaged in sexual harassment or sexual assault, the Student may be subject to removal from the University, disciplinary action, and/or legal action. If any Student is aware of, witnesses, or hears about sexual harassment or assault, the Student agrees to inform the University and/or Italian police immediately.

3.4 The Student understands that physical violence, verbal abuse, and harassment of any kind (e.g., obscene telephone calls or internet activity) are forbidden. The Student further understands that engaging in such behavior will be subject to removal from University Housing. See the JCU Student Handbook for Harassment and Discrimination policy details.

3.5 The Student understands that bullying in any form is prohibited, and John Cabot University has a zero-tolerance policy for bullying. This includes in-person bullying and cyber-bullying.

3.6 The Student agrees that the Student will not engage in bullying and if the Student witnesses bullying, the Student will inform the necessary University authority. The Student understands that if the Student engages in bullying, the Student will be in violation of this Contract and the University may remove the Student from University Housing and/or from the program. In accordance with Italian law 28 May 2017 n. 71, bullying and cyber-bullying are considered criminal acts and may result in charges.

Art. 4 Housing Orientation

4.1 The Student understands that the University requires all Students who intend to live in University housing to complete all mandatory online and/or in-person Orientation steps, including Housing, Health & Safety, Immigration, and any activities assigned to the Student.

4.2 The Student acknowledges that the Student has received all the information on Housing, Health & Safety, Immigration, and attended the Student's assigned activities during the Orientation.

4.3 The Student understands that the Student must attend the mandatory Resident Assistant (RA) or Residence Director (RD) meeting and agrees to sign the Roommate Agreement.

Art. 5 Immigration and Local Police Requirements

The Student is responsible for adhering to the expectations published in John Cabot University Student Handbook available at: <http://www.johncabot.edu/Student-life/policies/Student%20Handbook.pdf>.

5.1 Under the terms of my enrollment with the University, the Student understands that the Student's address in Rome will be disclosed to the local police within 48 hours of the Student's arrival.

5.2 The Student recognizes and understands that the Student is solely responsible for complying with Italian immigration laws. When applicable, the Student must acquire the Student's Permesso di Soggiorno (Permit to Stay) or Declaration of Presence, to validate the Student's Visa according to Italian law.

5.3 The Student understands that failure to comply with the immigration laws of the Republic of Italy will result in the forfeiture of the Student's University Housing and the Student will not be eligible to receive any refund from the University. It is sole responsibility of the Student to learn and understand the immigration laws of the Republic of Italy.

5.4 The University accepts no responsibility, and the Student agrees to hold the University harmless for any consequences related to Students who lose their immigration status and must leave the country.

Art. 6 Applicable Law and Forum

6.1 The Parties agree that the present Contract, the interpretation, and the application of the terms of this Contract are governed by Italian law.

6.2 Therefore any conflict, challenge, dispute, or legal proceeding that is pursued by the Student against John Cabot University or any of its affiliates shall be governed by the laws of Italy and the proper forum shall be the Court of Rome.

6.3 In the event of a conflict, challenge, or dispute, the Parties agree to attempt in good faith to reach an amicable settlement within 30 days from the first notice. If a settlement is not reached within 30 days, the interested Party may apply to the Court of Rome for the protection of their claim and rights.

Art. 7 Liability

7.1 The Student agrees the University is not responsible for any damage or injury to the Student or any other individual or property in University Housing beyond its control.

7.2 The Student agrees that the University is not responsible for any damage or injury from any act of another resident or any other person.

7.3 The Student agrees that the University is not responsible or liable to the Student for any personal belongings that are lost, stolen, or missing from University Housing.

7.4 The Student shall be responsible for having adequate and appropriate insurance (i.e., homeowners' supplemental insurance and/or renter's insurance) to protect against any loss or damage to the Student's personal belongings, University property and/or University Housing (e.g., fire caused by Student). The University is not responsible for any damage to the Student's personal belongings beyond its control or any unforeseen circumstances.

Art. 8 Minor Students in University Housing

8.1 Minor-aged Degree Seeking students (17 years of age and younger) are only permitted to dorm in John Cabot University Housing under the express authority of JCU Dean of Students and while in compliance with all policies and procedures as dictated by the Minor Programs Coordinator. Certain terms and conditions apply to approve University Housing to minor-aged students.

Art. 9 Move-In and Move-Out

(See Art. 39 Table 1)

9.1 The Student understands and agrees that the Student is only allowed to move in on the Student's assigned move-in date, which is communicated by the Housing Office after the Student submits the housing application.

9.2 The Student understands that no early arrivals are permitted prior to the Student's assigned move-in date, and any requests to arrive after the established move-in date must be approved in writing by the Office of Housing and Residential Life.

9.3 The Student understands that move-out dates are strictly enforced, and the Student is not allowed in John Cabot University past the move-out deadline. The Student further understands that the Student will receive instructions in writing at least ten days prior to the move-out date.

9.4 In the case that the Student departs early from University Housing, the Student understands and recognizes that the Student is responsible for contacting the Office of Housing and Residential Life to ensure the Student has completed the move-out process before departing from the Housing facility. The Student further understands that failure to properly complete move-out process may result in sanctions.

9.5 The Student agrees that the apartment must be left in the same condition as it was found upon move-in. The Student further acknowledges that the University staff is prohibited to accept the Student's belongings for any reason (as gifts, exchanges, or temporary storage.) To request luggage storage between semesters for all returning students, see Art. 25 Luggage Storage (for Returning Housing Students).

9.6 The Student understands that the apartment key(s) must be returned with the Student's assigned key tag by the Move-out deadline. Any unidentified keys or failure to return the keys will result in fines.

9.7 The Student agrees to follow the move-out instructions and preparation provided by the Housing office. Move-out instructions include but are not limited to disposal of unwanted items. Any students discarding unwanted items or littering in public spaces or streets will be fined. The Student further understands that the Student must comply with the city ordinance for proper disposing and recycling in addition to respecting the welfare of the residents in the neighborhoods.

Art. 10 Privacy

10.1 The Student recognizes and understands that videotaping, photographing or audio recording residents, Student workers, university staff, or security personnel without their permission are prohibited. In addition, the Student further understands that unauthorized or inappropriate use of photographs, videotapes, or recordings of other residents are prohibited and may result in University sanctions.

Art. 11 Severability

11.1 In the event any provision or part of this Contract is found to be invalid or unenforceable, only that particular provision or part so found, and not the entire Contract, will be inoperative.

Art. 12 Solicitation

12.1 The Student understands that University Housing facilities may not be used for commercial enterprise unless authorized by a JCU staff member. The Student further understands that items to be distributed, hung, or posted must be previously approved (e.g., brochures, flyers, leaflets, pamphlets, and signs) and posted only in the agreed upon designated areas.

Art. 13 Student Organizations

13.1 The Student recognizes and understands that Student Organizations may not set up stands to represent themselves within the Residences unless previously approved by a JCU staff member. Any Student Organization who wishes to set up a stand in the Residences may apply in writing to the Office of Housing and Residence Life.

Art. 14 Waiver, Modification, or Non-Enforcement

14.1 Any waiver or modification of the terms of the Contract shall be in writing and must be signed by both the Student as well as an authorized representative of the University.

14.2 Any waiver or non-enforcement of any terms of this Contract shall not constitute a waiver of the remaining terms of the Contract.

Section 2- Housing Policies

The Student is responsible for adhering to the expectations published in John Cabot University's Student Code of Conduct, in the Student Handbook available at: <http://www.johncabot.edu/Student-life/policies/Student%20Handbook.pdf>. (Link is not working)

In addition to the Student Code of Conduct, John Cabot University Housing Residents are held responsible for the following additional policies as they relate to the expectations of residential community living.

The Student understands that any violation of the Code of Student Conduct, Housing Policies, or local law may subject the Student to disciplinary action.

Students that are knowingly in the presence of behavior that violates John Cabot University Housing rules or JCU Community Standards, and are complicit with misconduct, on their part or the part of others around them, will be held accountable for failing to uphold community standards of positive engagement and mutual accountability for equal

adherence to the Code of Student Conduct and Housing Policies. Any negligent or problematic behavior must be reported to JCU personnel.

Art. 15 Alcohol and Drugs

(See Art. 39 Table 1)

Alcohol

15.1 The Student understands that the possession and consumption of alcohol in University Housing can expose the Student to sanctions at the discretion of University officials. Abuse of alcohol in University Housing, or on the grounds of the University, is defined as any behavior caused or aided by the consumption of alcohol that results in noise or behavioral complaints from Students, faculty, University employees, or any third party.

15.2 The Student understands that restrictions apply to possessing and consuming alcohol within University Housing, including the prohibition of playing alcohol related games such as beer pong and flip-cup.

15.3 **Alcohol Policy** – The Student is permitted one bottle of beer or wine up to one liter in their possession (including empty bottles) at any given time in Student’s assigned housing unit and no alcohol is permitted in the student lounge, hallways, stairs, courtyards, or any public spaces managed by the University Housing. Hard liquor is NOT permitted.

15.4 The Student understands and agrees that all minor-aged students living in housing are prohibited under ANY circumstances from consuming alcohol on campus as well as being knowingly present where the consumption of alcohol is taking place in University Housing.

15.5 The Student also understands that collections of empty bottles could be used as evidence of a violation of this rule; therefore, the Student agrees to dispose of any empty bottles immediately after consumption and before bringing a new bottle of alcohol into the Student’s apartment.

15.6 The Student acknowledges that alcohol found on University premises will be documented and immediately disposed of.

Drugs

15.7 The Student agrees that the use of any illegal or illicit substances is prohibited by the University and that if the Student is found to have engaged in the use, sale, possession, giving, exchange, or transfer of illegal, illicit, or controlled substances, the Student will be exposed to potential University sanctions or legal consequences.

15.8 The Student understands that any substance or products containing *legal marijuana, Synthetic Cannabinoids (commonly known as K2/Spice) or any New Psychoactive Substances (NPS) sold in store or on street are banned in the University Housing.

*Legal marijuana and/or CBD use for medical reasons must submit a request to Health & Wellbeing office by email health@johncabot.edu before Move-in. Smoking policy is enforced. (See Art. 35)

15.9 The Student understands that drug paraphernalia or items that can be used for illegal drug use are prohibited. Examples of such items include, but are not limited to, the following: grinder, roach clips, bongs, any type of water pipe, or any object filled with water through which smoke can be drawn (i.e., hookah pipes, shisha pipes, nargila).

15.10 Any illegal paraphernalia found on the University premises will be documented and disposed of, either by the University personnel or local authorities.

Art. 16 Assisted Entry

(See Art. 39 Table 1)

16.1 The Student recognizes and understands that, in the case where the Student requires services of any JCU staff or provider (including but not limited to Resident Assistant (RA), Residence Director (RD), or security personnel) to access entry to any University Housing apartment or building, the Student may be subject to a sanction or monetary fine.

16.2 The Student recognizes and understands that the Student should not socialize with the security guards or otherwise

distract them from their duties.

Art. 17 Cleaning – Trash and Recycling

(See Art. 39 Table 1)

17.1 The Student understands that violations of the provisions of this Agreement regarding cleaning and maintenance may lead to sanctions by the University. The Student further understands that throwing trash from windows or balconies is considered defenestration and sanctions may be applied accordingly.

17.2 The Student understands that the University Housing cleaning and maintenance staff reserve the right to enter the Student's University Housing with or without the Student's presence.

17.3 The Student understands that John Cabot University provides a cleaning service on a regular basis. The Student further understands that the cleaning staff will only clean the common areas (kitchens, bathrooms, living rooms etc.) and will not be responsible for cleaning the Student's bedroom. The Student further agrees that, to take advantage of this cleaning service, the Student must always maintain the apartment in sanitary and orderly conditions.

17.4 The Student acknowledges that the cleaning staff will not dispose of garbage, clean dishes, or clean an apartment found in an unacceptable state of filth or clutter, and such incident(s) will be reported to the Housing Maintenance and/or to the Student Conduct Office for further disciplinary warnings and actions.

17.5 The Student agrees to regularly remove and dispose of trash from the apartment into the designated trash collection bins outside. If at any time the Student's apartment is found in conditions that might detrimentally affect the health, safety, hygiene, and well-being of all tenants, the Student agrees to be subject to sanctions and results in disciplinary action.

17.6 The Student understands that it is prohibited to leave trash of any kind in the areas adjacent to buildings with JCU apartments. The Student further understands that, in the case where JCU apartments have windows, balconies or doors leading to areas that become littered with trash, all Students in those JCU apartments will be held jointly responsible.

Recycling

17.7 The Student understands that if the Student fails to pre-sort the Student's trash and recycling or does not leave the trash and recycling in the appropriate bins, the Student will be warned and may be subject to sanctions.

17.8 The Student agrees to follow the recycling rules and regulations implemented by the University Housing and the municipal recycling agency. The Student further understands that if any violation is cited, the Student may also be subject to additional sanctions applied by the municipal recycling agency.

Art. 18 Decorations

(See Art. 39 Table 1)

18.1 The Student recognizes and understands that personal signs, posters, stickers, or other decorative items on walls and/or doors inside or outside the apartment are not permitted without approval from the Housing office. If damage is caused by unauthorized decorative items on any surface, the Student may be subject to paying for repairs or replacements.

18.2 The Student further understands that painting bedrooms, communal areas, and hallways is prohibited.

Art. 19 Defenestration

(See Art. 39 Table 1)

19.1 The Student understands that it is prohibited to drop, throw, or otherwise release any objects or substances from apartment windows or balconies. Violation of this policy is grounds for the Student's removal from University Housing and/or subject to sanctions and results in disciplinary action.

19.2 The Student agrees that hanging or placing any items such as food, clothing, shoes, flowerpots, or any objects that can fall from the windowsills or balconies are prohibited and must be immediately removed.

Art. 20 Eviction

20.1 The Student understands that the Student can be evicted at any time by the University for any assessed final violation of the Student Code of Conduct in the Student Handbook available at: <http://www.johncabot.edu/Student-life/policies/Student%20Handbook.pdf>. The University is not responsible for searching or placing evicted Student in alternative housing, and the Student agrees that this responsibility is solely borne by the Student.

20.2 If the Student is evicted or vacates the University Housing prior to the end of the aforementioned Term, the Student agrees to pay for any damages prior to moving out and will not receive any refund of the remaining Housing fee.

Art. 21 Furniture

(See Art. 39 Table 1)

21.1 The Student understands that charges may be made against damage to unauthorized use of, or alterations to rooms, equipment, or buildings. Any Student who removes University furniture or places University furniture in a hallway, stairwell, or other communal area will be charged the full replacement value for each piece of furniture removed from the Student's living accommodation.

21.2 The Student understands that it is prohibited to rearrange JCU provided furniture.

21.3 The Student understands and agrees that if the Student adds additional appliances or furniture in the Student's apartment, all personal items must be removed by the move-out day, or the Housing Office reserves the rights to charge any removal fee and fines for any unwanted appliances or furniture that is left behind.

Art. 22 Gambling

22.1 The Student recognizes and understands that organized gambling involving monetary exchanges among Students is disruptive to the University Housing environment and is prohibited.

Art. 23 ID Card - Building Access

(See Art. 39 Table 1)

23.1 The Student recognizes and understands that the Student is required to scan or show the Student's JCU ID Card upon entering the Gianicolo Residence, Lungara Apartments and Trastevere Apartments. If the Student is not clearly identified by their ID, the security guard will direct the Student to the Housing Front Desk.

23.2 The Student recognizes and understands that the Student has the responsibility to request a replacement for the Student's lost or stolen ID as soon as possible. The Student further understands that there will be a service charge for the first ID replacement and for all subsequent replacements applied to the Student's Student account.

23.3 The Student agrees that if the Student arrives at the Gianicolo Residence, Lungara Apartments, or Trastevere Apartments without their ID, the Student recognizes, and understands, the following identification procedure that will take place:

- a. The Security Guard, a member of the Housing staff, or the RA (Resident Assistant) on-call, will confirm the Student's identity using his or her photo on file and/or Student record.
- b. If the staff member deems that the Student is a resident, the Student will be allowed into the University Housing. The Student will be issued a temporary Facilitated Entry Ticket under the following conditions:
 1. Student returns to the assigned apartment between midnight (12 am) and 9 am the following day, or during the hours in which no replacement ID can be issued.
 2. Student confirms that the misplaced or forgotten ID can be retrieved before the next ID scan in or out to/from the University campuses.
 3. Student agrees and pays for a replacement ID if the previous ID cannot be retrieved.
- c. Student agrees to pay for the ID replacement fine and/or any applicable fines such as misuse of JCU ID card or security violations. If the staff member deems that the Student is not a resident, they will be escorted out of the Residence by the security guard.

Art. 24 Keys and Security

(See Art. 39 Table 1)

24.1 The Student understands that the Student will receive apartment keys with a unique code printed on a tag affixed thereon. The Student agrees that the Student will never remove the tag for any reason. If the Student's keys are lost or stolen, the Student agrees to immediately report to the Office of Housing and Residential Life.

24.2 The Student understands and agrees that for any unidentified key that the Student returns, the University may charge the Student a sanction. The University may also, in their discretion and considering the circumstances, charge additional sanctions for any additional lock changes or replacement keys.

24.3 The Student agrees that additional sanctions may also apply if it is determined that any key to University Housing was duplicated without permission for any reason.

24.4 The Student agrees that any time the Student leaves the Student's University Housing, the Student must lock the doors and windows in the apartment. The Student will never give the Student's apartment keys or University ID card to anyone for any reason.

24.5 The Student agrees that if the Student is locked out of the Student's apartment and must be let inside, the Student may be charged a fine for the entry, key/lock replacements or any services provided by the external locksmith. The Student further understands that the Student is responsible if the overall cost exceeds the aforementioned amount.

24.5a The Student agrees that the *After-hours Lockout* request (Monday through Sunday, 6:00 PM to 9:00 AM next day) from Housing staff or apartment providers to re-enter into the Student's apartment will be fined, and the Student may be subject to additional fine(s) if an incident is associated with any community or conduct violations.

24.5b The Student agrees that if the *Day-time Lockout* occurs during the JCU Housing office hours (Monday through Friday, 9:00 AM-6:00 PM), the Student must contact the JCU Housing Front Desk in the Gianicolo Residence to arrange a temporary key access or a key replacement.

24.5c The Student agrees that if the *Day-time Lockout* occurs on weekends or holidays between 9:00 AM-6:00 PM (when the Housing Front Desk is closed), the Student must contact the Student's assigned Resident Assistant (RA), Residence Director (RD) or the security guard at the Student's assigned residence. If the Student is assigned to the Neighborhood Apartment, the Student can call the JCU Emergency number (+39 331 656 1907) for assistance.

24.6 The Student agrees that if locks to the Student's University Housing must be changed for any reason that can be attributed to the Student's actions, the University will replace the locks at the Student's expense.

24.7 The Student understands that the Student is not permitted to use or access any roof or rooftop terraces, stairwell spaces, landings, or ledges of the Student's building. Violations of this policy may lead to disciplinary action and/or sanctions.

24.8 The Student further understands that the Student is not permitted to use or access any stairwell spaces or landings above the fourth floor of the Gianicolo Residence. The doors to the terraces will always remain locked, unless authorized by the Housing and Residential Life Office or in case of emergency evacuation,

Art. 25 Luggage Storage (for Returning Housing Students)

25.1 The Student agrees that the Student must remove all personal belongings from the apartment by 12:00 PM on the move-out date. Any items left in the apartment will be donated or discarded after the move-out.

25.2 The Student understands that the Gianicolo Residence offers storage space only to currently enrolled students with housing application and deposit for consecutive semesters in University Housing. The storage space is not available for non-Housing students.

25.3 The Student agrees that the Student is solely responsible for organizing pick-up and hand-off of the luggage with a third-party shipping company if personal belongings are mailed from the University. The Student further understands that the Student must be physically present during the transaction, and the Housing staff will not intervene as mediator or on behalf of the Student.

25.4 The Student further understands that University Housing will not intervene in disputes or be responsible for any

expenses incurred between the Student and the third-party packing and shipping providers.

25.5 The Student understands and acknowledges that John Cabot University is not and will not be liable for any damage, theft, loss, or destruction involving the Student's personal belongings and that the University will not be responsible for purchasing insurance or providing monetary coverage of any belongings held in storage.

25.6 The Student understands that the Student must return the Student's keys and will have no access to the Student's belongings during intersession breaks. The University accepts no responsibility for theft or damage to items left in storage during intersession breaks.

25.7 The Student recognizes and understands that the Gianicolo Residence offers storage space during intersession breaks only to students enrolled and paid housing deposit for consecutive semesters in University Housing. (Storage available between Fall-Spring, Spring-Summer I/II, Spring-Fall, Summer I-Summer II, and Summer II-Fall.)

25.7a. The Student agrees with the terms and conditions described on the Luggage Waiver form and signs at the time of drop-off during the designated period and location in the Gianicolo Residence. The Student further understands that dropping off or retrieving other student's belongings and/or requesting another individual to take responsibility for Student's personal belongings is prohibited without preapproval from the University Housing.

25.7b. The Student understands and agrees that upon drop-off, the Student can only be able to retrieve the personal items on the assigned Move-in date or no later than the drop/add date stated on the JCU academic calendar. In addition, The Student understands that if Student's belongings are unclaimed by the period stated above, all items will be donated or discarded by the Housing office.

25.8 The Student understands that failure to retrieve personal belongings from the University Housing by the given deadline will result in €50/day fee until stored items are collected.

Art. 26 Mail Delivery Services

26.1 The Student understands that the University is not responsible for accepting any personal packages, or any online services to any University Housing buildings. All mail including packages must be sent to the main student mailbox at the Guarini campus.

26.2 The Student understands that any food or grocery delivery is to be received at the Student's assigned apartment, the Student is solely responsible for paying and receiving the orders directly from the provider. The University or the Housing staff will not receive delivery on the Student's behalf.

Art. 27 Maintenance and Online Maintenance Portal

27.1 The Student understands that the Student is responsible for reporting maintenance issues shortly after they occur. The Student further understands that the Student will immediately report emergency maintenance issues either to the JCU Emergency number (+39 331 656 1907) or to the on-call Resident Assistant or staff in the Housing Office.

27.2 The Student recognizes and understands that non-emergency maintenance issues must be reported online by submitting a Maintenance Request form <http://app.johncabot.edu/login.aspx> or in-person during normal office hours or on the next business day.

27.3 The Student understands that in the case of vandalism, the Housing Office reserves the right to impose additional sanctions. The Student further recognizes and understands that The Housing Office reserves the right to charge for sustained excessive utility usages.

27.4 The Student understands that all maintenance issues, including internal/external fixtures or structures (i.e., plumbing, electrical, built-in deco/furniture, lighting, heating) must be reported to the Housing Office without tampering or "Do-It-Yourself" repairs. Any damage caused by unauthorized repairs will result in fines and the Housing Office reserves the right to impose additional sanctions.

27.5 The Student understands that the Student will be liable for any cleaning costs caused by the Student's actions or negligence, carelessness, or malice. If the Student does not meet the obligation to repay or reimburse the University for these costs, the University may withhold administrative documents of the Student until the balance is paid in full.

27.6 The Student understands that the Student will be solely liable for intentional or unintentional damage to University

Housing during the Term of the Contract. The damage that occurred in the communal areas will be assessed and all Students in the same unit may be held jointly responsible.

27.7 The Student agrees to all terms and conditions of the JCU Housing 'Health and Maintenance Check Week' which takes place once a month during the Student's contracted term. The Student understands that the cleaners will enter all rooms in the Student's assigned apartment, including Student's bedroom (inside/behind the closets, beds, walls, and ceiling) to inspect for any health concerns. The 'Health and Maintenance Check Week' is scheduled and communicated to the Student in the beginning of each semester.

27.8 The Student fully understands that the cleaners can enter the Student's bedroom during the 'Health and Maintenance Check Week' to inspect for but not limited to unsanitary living conditions including infestation, mold, general state of cleanliness and maintenance in all parts of the Student's apartment. The Student also acknowledges that the cleaners will not clean the Student's bedroom during the inspection week.

27.8 The Student understands that if any JCU policy violation(s) is found by the cleaners during the inspection week, they will be reported to JCU Housing, and cited by the JCU Housing Maintenance and/or Student Conduct offices for any further disciplinary actions if needed.

Online Housing Maintenance Portal

27.9 The Student acknowledges that the Student will receive a link to the JCU Online Housing Maintenance Portal upon moving into University Housing, and the Student agrees to report any pre-existing damage or conditions upon arrival. Any unreported pre-existing issues will waive the Student's right to contest all charges for damage to University Housing at the end of the semester.

27.10 The Student agrees to submit maintenance requests on the JCU Online Housing Maintenance Portal during the semester with detailed descriptions or conditions of the issue. In addition, the Student understands that failure to submit maintenance requests on the portal will result in service delays and interventions.

27.11 The Student understands that after submitting the Online Maintenance request, the Maintenance and Cleaning team will address the request(s) as soon as possible. The Student also acknowledges that any non-urgent maintenance request submitted on the portal during the non-office hours will be received and processed on the next business day.

Art. 28 Network (Wi-Fi) Connections

28.1 The Student understands that JCU Wi-Fi connection is guaranteed in only one of the communal areas of each apartment; it is not guaranteed in any of the bedrooms. John Cabot University does not accept any liability for problems with internet providers and will not intervene in internet maintenance.

28.2 The Student agrees that tampering with the Wi-Fi, modem unit or connection in the JCU Housing apartments is prohibited in any way or form. The Student also understands that if Wi-Fi, modem unit or connection is altered, the Student will receive a warning from the Housing Office and the Student may be subject to additional fine(s) for any damage caused by the alternation.

Art. 29 Noise Policy – Quiet Hours

(See Art. 39 Table 1)

29.1 In accordance with Italian Law, the Quiet Hours are from 11:00 PM-7:00 AM and 1:00 PM-4:00 PM. During these times, the Student understands that there should be no excessive noise within the any JCU Residence or Neighborhood Apartments. Students found in violation of this policy will be considered as "Disturbing the Peace."

Art. 30 Personal Transportation - Bicycles, Scooters, & Other vehicles

30.1 The Student understands that bicycles are to be stored in the designated area in the courtyards (where available) and not within individual Student apartments or hallways. The Student further understands that bicycles may be chained to designated racks only, and not to railings, banisters, fences or next to any University buildings.

30.2 The Student understands that motorized scooters and other modes of motor transport are not allowed within the premises of any JCU Residence or apartment. The Student further understands that, if the Student has a scooter, the Student is responsible for finding the Student's own parking space.

30.3 The Student recognizes and understands that vehicles parked or locked in unauthorized locations may be removed at the owner's expense. The Student further understands that vehicles should be locked when not in use.

Art. 31 Prohibited Items and Substances

(See Art. 39 Table 1)

31.1 The Parties agree that the following items are prohibited in University Housing

- a. Air Conditioners (portable or wall-installation)
- b. Ammunition
- c. Controlled substances such as drugs, unauthorized medications
- d. Firearms or explosives
- e. Flammable items or any device that produces an open flame.
 - a. Candles
 - b. Incense
 - c. lighters
 - d. Firecrackers
- f. Halogen lamps
- g. Hot plates, grills, toasters, hot-air or deep-oil fryers, or any other unauthorized kitchen appliances
- h. Loft beds, portable beds
- i. Musical instruments*
- j. Pets**
- k. Television or satellite equipment
- l. Vaporizing equipment or apparatus used for illicit substances.
- m. Weapons or any items considered to be dangerous.
 - a. Firearms include Stun, Taser, paint ball, airsoft, pellets, air, BB guns.
 - b. Knives include pockets, switch blades, butterfly knives.
 - c. Clubs, brass knuckles, icepicks, and other items considered to be dangerous.

Any other equipment that will disturb the harmonious living conditions of University Housing is at the discretion of the University or its employees and representatives.

*Musical instruments – If a musical instrument(s) is required as a part of the Student’s educational purpose, the Student must email housing@johncabot.edu for approval before the Move-in. Any unauthorized instrument(s) found in the Student’s apartment must be removed.

**The Student recognizes and understands that the Student is not permitted to keep pets or animals in University Housing. The Student further understands that, with supporting documentation expressing the need for a service animal, they must be uploaded to the Student Portal with the housing application by the application deadline. Once the Student’s request is approved, the Student must agree to all terms and conditions described on the Service Animal in JCU Housing Addendum and the Student must email housing@johncabot.edu thirty-days (30) prior to confirm the arrival with a travel itinerary.

31.2 The Student agrees to all terms and conditions described on the Possession of Prohibited Items Agreement if the University deems that the Student’s request is an absolute necessity for Student’s medical, religious, or educational purposes. The Student further understands that the request must be submitted with a supporting document by the Housing application deadline, and they must be approved (or denied) before the Move-in date. The Student must email housing@johncabot.edu by the Housing application deadline. The Student agrees that the request may be denied at the discretion of the University.

Art. 32 Residence Closure and Intersession

32.1 The Student understands that Housing Front Desk may close during academic sessions for Italian or American national holidays. The Student further understands that University Housing closes during the intersession breaks (i.e., between Fall-Spring, Spring-Summer I, Summer I-Summer II, and Summer II-Fall), during which time residents have NO access to the buildings.

Art. 33 Room Entry and Inspection

33.1 The Student understands that the University Housing Office (including Resident Assistants, service providers, maintenance/cleaning personnel, security staff) reserves the right to enter the Student's apartment to complete the services with or without the Student's presence.

33.2 The Student understands that the University reserves the right to conduct inspections in cases of emergencies (i.e. fire safety, gas, water, electricity, health-related cases etc.) or if there is any reason to believe that a violation has occurred, including but not limited to unsanitary living condition, damage to property, and/or student conduct. The Student further agrees that the authorized staff may enter the Student's apartment unannounced or with short notices to inspect the unit including the bedrooms.

Art. 34 Safety - Elevator, Emergency Doors, Fire Extinguisher, Fire/Smoke Alarms and Emergency Evacuation (Fire, Gas leak, Flood)

(See Art. 39 Table 1)

34.1 The Student understands that elevators will only operate from 7:00 AM to 11:30 PM in the Gianicolo Residence. The Student further understands that the elevators in all other residences should operate 24/7. If there is any problem with the elevator, the Student must immediately report to the Housing Office, Resident Assistants, or security guards.

34.2 The Student recognizes and understands that tampering with elevators can pose serious safety risks for all residents. If a Student is seen tampering with or vandalizing the elevator in any way, the Student will receive disciplinary action and sanction.

34.3 The Student understands that the Student must always use stairs in case of emergency, and the use of elevators remains suspended until further notice from the JCU Staff.

34.4 The Student understands that unauthorized use of emergency exit doors will be automatically fined EUR 1000/ USD 1000 in addition to fines for any damage and/or misconduct. The Student further understands that University Housing can deny or limit entry to the University Housing facilities after Student's removal from the University Housing. The Student will be ineligible for any refunds or permitted to re-apply University Housing for future semesters.

34.5 The Student recognizes and understands that the Student should only attempt to extinguish a fire if the Student is knowledgeable in the use of fire extinguishers. The Student must immediately call the JCU Emergency number (+39 331 656 1907).

34.6 The Student understands that tampering with or misuse of fire extinguishers, emergency exit doors, emergency key boxes, emergency equipment, or fire/smoke alarms located in the apartments, hallways, and public areas will result in automatic sanction and financial restitution of any damage caused by such action. The Student further understands that violation of this policy is grounds for removal from University Housing.

34.7 The Student acknowledges that the Safety and Evacuation route is displayed on the back of each apartment door and the Student must follow the instructions in case of emergency.

34.8 The Student agrees to evacuate immediately and calmly from the University Housing facilities during the emergency evacuation. If Student is unable to evacuate in a timely manner due to limited mobility, the Student can request for additional assistance at the beginning of the semester by emailing housing@johncabot.edu.

34.9 The Student must fully participate during the emergency evacuation drills. If the Student fails to comply with the evacuation protocol or directives from the JCU staff, the Student will be documented.

34.10 The Student agrees to follow the evacuation protocol instructed by the JCU staff. Any behaviors which jeopardize danger to self or others will be documented and will result in disciplinary action by the Dean of Students.

Art. 35 Smoking

(See Art. 39 Table 1)

35.1 The Student acknowledges and understands that smoking of any legal or illegal substance is prohibited in University Housing. The Student agrees that the Student will not smoke in the Student's University Housing, on any balcony affixed to University Housing, or any courtyard therein.

35.2 The Student understands that any residue left from smoking (such as cigarette buds, ashes, odor, burned marks etc.) in the University Housing premises or in JCU managed apartments will be used as evidence of smoking violation. The Student further understands that such violation will result in disciplinary action and sanction.

35.3 The Student further recognizes and agrees that all the aforementioned policies also apply to any visitors to the Student's University Housing.

Art. 36 Sports Equipment and Hall Sports

36.1 The Student understands that the use of sports and recreational equipment (such as Frisbees, rollerblades, skateboards, soccer balls, basketballs, tennis balls, ping pong balls, etc.) is expressly prohibited inside any University Housing apartments or within the premises of the residence buildings unless otherwise specified.

Art. 37 Vandalism and Damages to University property

(See Art. 39 Table 1)

37.1 The Student is responsible for any deliberate damage done to the Student's living and communal area or to any university property (i.e., doors, walls, light fixtures, vending machines, furniture). The Student is subject to monetary fines and disciplinary proceedings.

37.2 The Student agrees that failure to report any negligent or problematic behavior presented by other students is considered complicit with misconduct, on their part or the part of others around them. The Student understands that the Student is also held accountable for failing to uphold community standards of positive engagement and mutual accountability for equal adherence to the Code of Student Conduct and Housing Policies

37.3 The Student agrees that the Student is jointly responsible and will be charged an equal share of the costs for damage occurring to the common, public, and semi-private areas, along with other resident Students, where the University cannot determine the identity of the party responsible. The Student(s) shall pay all charges when due according to the date set by the University.

37.4 The Student understands that the University is not responsible for any damage caused from misuse or malfunction of the student's *personal items. The Student further agrees that any non-JCU Standard items found in the apartment must be used at the Student's own risk and responsibility. The University reserves the right to apply fines or cost of repairs to the Student's account if such item(s) cause any damage to the university property.

37.5 The Student agrees to use appropriate voltage converters and adapters with the Student's personal items. The Student further understands that the University will not refund or replace any damaged items purchased by the Student.

37.5 The Student authorizes the University to charge the Student's account in the case of the above-mentioned damage or excessive use of utilities. Any outstanding balance on the Student's account due to payments owed for the above or any other issue that caused a charge to the Student's account will create a hold on the Student's account and will prevent the Student from viewing certain aspects of their Student account or administrative documents.

Art. 38 Visitors and Overnight Guests

(See Art. 39 Table 1)

38.1 The Student understands that the Student is expected to cooperate with the residence security guards and should present a valid ID when requested.

38.2 The Student understands that overnight guests are prohibited to stay in University Housing. The Student agrees that the Student will not have any **overnight guests.

** Overnight guests include friends, family, JCU, non-JCU, Housing students assigned to other units, residences, or Neighborhood Apartments.

38.3 The Student understands that all current JCU students are permitted to visit residents in JCU Housing buildings between 9am and 11pm. The Student recognizes and agrees that all the aforementioned policies also apply to any visitors to the Student's University Housing

38.4 The Student agrees that any external visitors (non-JCU individuals including friends and family) are NOT

allowed to enter JCU Housing buildings, unless permission is granted by the Student's designated Residence Director (RD).

38.5 The Student understands and agrees to the rules and regulations stated on the Supplemental to Housing Contract regarding Social Distancing and visitors. The Student further understands that the Supplemental to Housing Contract is subject to change at any time by University Housing with the mandates of the Italian Government as it relates to public health and safety.

Section 3 – Sanctions

The Student is responsible for adhering to the expectations published in John Cabot University's Student Code of Conduct, in the Student Handbook available at: <http://www.johncabot.edu/Student-life/policies/Student%20Handbook.pdf>.

Art. 39 Sanctions

(See Pg. 23-24 for the fee schedule)

39.1 The Student understands that any violation of the Code of Student Conduct, Housing Policies, or local law may subject the Student to disciplinary action.

39.2 The University may apply sanctions only after formal contestation to the Student and listen to the Student's defense. Sanctions may not be applied considering justified or acceptable reasons for the alleged violation.

39.3 The University will apply sanctions only following a thorough evaluation of the facts, circumstances; any defense presented considering all interests involved the interest of the individual and the best interests and reputation of John Cabot University.

39.4 The Student recognizes and understands that the existence of a prior history of misconduct may increase the severity of a sanction beyond what is described in this document. These cases may also be referred to the Dean of Students Office.

39.5 The Student understands that John Cabot University reserves the right to modify sanctions as deemed appropriate.

39.6 The Student understands that monetary sanctions will be charged to the Student's Student account and can be paid in person at the Finance Office or through the online payment system on the JCU website. The Student further understands that the Student is required to pay in the Student's pre-established billing currency.

39.7 The Student understands that, in the case of an outstanding balance, a hold will be placed on the Student's Student Account. The Student further understands that, until the balance has been paid, all administrative documents may be withheld and eligibility for future University Housing and class registration may be affected. The University will always act fairly to respect and protect the academic and/or personal interests of the Student.

39.8 The Student understands that educational sanctions may include but are not limited to completing a program (e.g., Check Up & Choices), writing a paper, or submitting a letter of apology to the complainant/affected party.

39.9 This is a defined period of observation and review. If a Student is found guilty of any violation of the *University Housing Policies and Regulations*, the *Student Code of Conduct* while on Residential or Behavioral Probation, during the specified period, immediate separation from University Housing and termination of the Housing Contract may take place.

39.10 The University Housing Contract can be immediately terminated due to egregious violations of the policies listed in the *Student Code of Conduct*, the *University Housing Policies and Regulations* or an order of the Dean of Students' Office. A Student whose University Housing Contract is terminated in this manner will be held responsible for the full cost of their assigned housing for the remainder of the academic session.

39.11 The Student understands that John Cabot University may inform the Student's home school regarding inappropriate, negligent, or problematic behavior. Furthermore, John Cabot University may inform the Student's parents/guardians of conduct situation if the student's actions demonstrate repeated behavior of non-compliance.

Art. 40 Appeal Process

40.1 In accordance with the JCU Student Code of Conduct, Students have the right to appeal against a disciplinary or administrative decision made during the Conduct process. To succeed on appeal, Students must demonstrate:

- a. A lack of fairness in the procedures,
- b. A violation of the process; or
- c. Significant added information, such as a justified reason, alters the facts of the matter and thus the appropriate outcome.

40.2 The severity of a sanction is not legitimate grounds for an appeal. However, a student may ask that the sanction be reviewed as part of the appeal process.

40.3 Letters of appeal regarding Housing violations must be addressed to the Director of Housing while Community violations should be sent to the Dean of Students. Appeals must be received within five (5) business days of the date of the notification of the conduct sanction. The Office of Housing and Residence Life shall decide on any appeals within a reasonable time and inform the Student of their duly motivated decision in writing. If the Office of Housing and Residence Life decides that the appeal has merit, they may:

- a. Modify the recommended sanction by making it more severe, less severe, or otherwise different.
- b. Refer the case to a new Administrative Hearing panel; or
- c. Remand the case to the original hearing panel for further review.

40.4 If the Office of Housing and Residential Life and the Dean of Students decides that the appeal does not have merit, the sanctions become effective immediately. During the appeal process, sanctions are upheld while awaiting a final decision.

Following on the next page is a list of possible monetary fines that may be applied based on the circumstances of the violation and conduct history of the student responsible.

Table 1: Violation and Fines

Community Violation - Student conduct that is knowingly negligent in compliance with University Housing and student life policies, including behavior that risks general community safety and security.

***Non-Compliance Community Fines:** EUR 45/50 USD to EUR 130/150 USD (for any property damage/maintenance/cleaning that is a result of student misconduct, the student will be charged a fee that addresses both the cost of replacement/repair/cleaning and the misconduct. Fines may supersede EUR 130/150 USD based on damage caused and resulting fees from external companies or parts for replacement)

Housing Violation – Housing Fines: listed below.

| Description of Violation | Fines |
|--|---|
| Alcohol and Drugs | (Community Violation) |
| Hard liquor on any JCU property | See *Non-Compliance Community Violation |
| More than one bottle of wine or beer per student (including empty bottles) | See *Non-Compliance Community Violation |
| All illegal drugs (including marijuana in any form, even marijuana products sold legally in Italy), as well as any controlled substance without the prescription of a doctor for the individual in possession and consuming said prescribed drug | See *Non-Compliance Community Violation |
| Any paraphernalia related to drugs (i.e., grinders and bongs). Rolling paper and lighters are allowed. | See *Non-Compliance Community Violation |
| Defenestration | (Community Violation) |
| Defenestration of person(s) or items | EUR 300/390 USD |
| Keys and ID | (Housing Violation) |
| 24-Hour locksmith (External service provider) | Cost of external service |
| <i>After-hours Lockout</i> (Monday through Sunday 6pm-9am next day) | EUR 30/35 USD for first offense EUR 45/50 USD for each further offense |

| | |
|--|---|
| Return of unidentified key(s) or keys duplicated without permission | EUR 45/50 USD |
| Lock replacement | EUR 45/50 USD plus cost of replacement/repair |
| Lost/Damaged Key Replacement | EUR 50/65 USD |
| Lost/Damaged ID card Replacement | EUR 10/13 USD for first offense EUR 25/32 USD for each further offense |
| Maintenance / Cleaning | (Housing and Community Violation) |
| Extraordinary Cleaning | EUR 45/50 USD to EUR 130/150 USD |
| Failure to pre-sort trash and recycling | EUR 30/35 USD per resident for second offense. Subsequent offenses, Community Violation |
| Unsanitary conditions (i.e., accumulated trash, spoiled food, dirty dishes, excessive clutter) | EUR 30/35 USD per resident for second offense. Subsequent offenses, Community Violation |
| Unauthorized “Do-it-Yourself” repairs or tempering with internal/external structures and fixtures (including Wi-Fi unit and connection) | EUR 45/50 USD plus cost of replacement/repair/cleaning |
| Damage caused by unauthorized decoration | Warning plus cost of replacement/repair/cleaning |
| Damages, Missing University properties (i.e., furniture, walls, floors, appliances, A/C remotes) | EUR 45/50 USD plus cost of replacement/repair/cleaning and/or Community Violation |
| Move-in / Move-out | (Housing Violation) |
| Failure to complete Online Check-out form prior to the deadline | EUR 50/65 USD per resident |
| Failure to vacate the apartment by the move-out deadline (12:00pm) | EUR 50/65 USD per resident |
| Failure to leave the apartment in the condition found on the Move-in day (i.e., excessive trash/recycle, dirty dishes, spoiled food, personal items) left behind after the Move-out. | EUR 50/65 USD per resident |
| Failure to remove any authorized or unauthorized non-JCU issued items (i.e., Furniture, personal belongings, or approved Possession of Prohibited items,) | EUR 50/65 USD per resident or EUR 300/390 USD to responsible individual |
| Any Housing violation found during the Move-out inspection (i.e., smoking, excessive number of empty alcohol bottles, hard-liquor, drug paraphernalia, unreported damage etc.) | EUR 45/50 USD to EUR 130/150 USD |
| Failure to return the apartment key(s) by the move-out deadline (12:00pm) | EUR 50/65 USD per resident |
| Return of unidentified key(s) or with wrong key tags | EUR 50/65 USD per resident |
| Failure to retrieve personal belongings from the University Housing storage by the given deadline | EUR 50/65 USD per day after third warning |
| Noise Policy – Quiet Hours | (Community Violation) |
| Disturbing the peace (including excessive noise) | See *Non-Compliance Community Violation |
| Failure to comply with Quiet Hours | See *Non-Compliance Community Violation |
| Prohibited Items and Substances | (Community Violation) |
| Prohibited items - Fire hazard (i.e., candles, incense, hot plates) | Removal of the item(s) at student’s expense |
| Prohibited items – Safety hazard (i.e., weapons) | See *Non-Compliance Community Violation |
| Prohibited items – non-hazard (i.e., personal TV, Air conditioner) | Removal of the item(s) at student’s expense |
| Safety and Security | (Community Violation) |
| Tempering with Smoke/alarm Detector, Fire extinguishers, Emergency exits Doors, Emergency Key box, Safety signs, Elevators | EUR 200/250 USD |
| Damage caused by tempering with safety device or equipment | EUR 200/250 USD plus any additional cost of replacement/repair |

| | |
|---|--|
| Misuse of Emergency exit doors | EUR 1000/1000USD |
| Failed to comply with Safety protocol and/or directives during emergency evacuation or Fire drill | See *Non-Compliance Community Violation |
| Misuse of Emergency Number | See *Non-Compliance Community Violation |
| Security Violations (i.e., deceiving guards, misuse of ID) | See *Non-Compliance Community Violation |
| Failure to comply with staff/security directives | See *Non-Compliance Community Violation |
| Smoking | (Community Violation) |
| Smoking | EUR 45/50 USD and/or Community Violation |
| Vandalism | (Community Violation) |
| Damage to University property (i.e., walls, vending machines) | See *Non-Compliance Community Violation |
| Visitors and Overnight Guests | (Community Violation) |
| Failure to register/check-in/check-out guest(s) | See *Non-Compliance Community Violation |
| Overnight Guest | EUR 1549/1700 USD |
| Damage/violation caused by guest(s) | See *Non-Compliance Community Violation |

Notes: All *Housing Policies and Regulations* are subject to reviews and changes. Changes to either the Student Code of Conduct or Housing Policies and Procedures will be communicated to the entire JCU community.