

NANYANG TECHNOLOGICAL UNIVERSITY

Housing Agreement

This Housing Agreement is between the Student and NTU (the “University”) acting through its Office of Housing and Auxiliary Services, Student Housing Division (“HAS-Student Housing”). A Student who accepts any offer of accommodation in any of the Halls of Residence shall be referred to in this Housing Agreement and in the Rules and Regulations Governing Residence in Halls (“RRGRH”) as the “Resident”.

By making an application for residence in the Halls of Residence, the Student agrees:

- (a) that any information provided in the application and/or information provided to HAS-Student Housing by the Office of Admission/ Schools, may be used by HAS-Student Housing for administrative and liaison purposes; and
- (b) to be bound by the terms and conditions of this Housing Agreement and the RRGRH, should he or she be given accommodation in any of the Halls.

By accepting any offer for housing made by NTU through HAS-Student Housing, the Resident agrees to abide by all terms and conditions in this Housing Agreement and in the RRGRH (inclusive of all amendments that are made to the Housing Agreement and/or to the RRGRH from time to time by HAS-Student Housing), and is liable and responsible for any breaches of any of the terms and conditions in the Housing Agreement and/or the RRGRH that occurred during his or her stay in any of the Halls.

Acceptance of any offer of housing shall take effect on the earliest of the following dates: (a) date of acceptance of the offer of housing; or (b) date of payment of the acceptance fee or first payment specified in the offer e-mail (in the case of Graduate Students).

The Resident shall be responsible for familiarising himself or herself with [the Housing Agreement and the RRGRH](#) (inclusive of all amendments made to the Housing Agreement and/or the RRGRH from time to time by HAS-Student Housing that are published by HAS-Student Housing at the HAS website). Lack of knowledge of the provisions of the Housing Agreement and/or the RRGRH shall not operate to excuse any non-compliance by any Resident of the terms and conditions of the Housing Agreement and/or the RRGRH.

For the avoidance of doubt, even after a Resident has vacated his or her room and returned the room key(s) and other NTU property (where applicable) to the Hall Admin Office, the Resident remains liable and responsible for any breaches of the terms and conditions in the Housing Agreement and/or the RRGRH that occurred during his or her stay in any of the Halls.

DEFINITIONS

In this Housing Agreement:

- **Student** : refers to a person who is an undergraduate student, graduate student, inbound exchange student or non-graduating student as described in paragraph 1 of this Housing Agreement.
- **Resident** : refers to a Student who has accepted an offer of accommodation in any of the Halls, and where such Student has been assigned a Room by HAS-Student Housing, is the assigned occupant of such Room.

- **Hall Admin Office** : refers to the site office that manages the operations and administration of the Hall at which the Student is residing in or is applying to reside in.
- **School** : refers to the School/Department/Centre (whichever is applicable) in which the Resident is enrolled in.
- **Hall** : refers to the Hall of Residence at which the Resident's Room is located.
- **Room** : refers to the room or apartment in the Hall of Residence, assigned by HAS-Student Housing to the Resident.
- **Stipulated Period of Hall Stay**: refers to the period stated in the Housing Offer Letter from HAS-Student Housing.
- **Check-In** : refers to the collection of the key(s) and NTU property (where applicable) from the Hall Admin Office.
- **Check-Out** : refers to the return of key(s) and NTU property (where applicable) to the Hall Admin Office or to the key drop box located outside the Hall Admin Office.
- **Deposit** (applies to Graduate Residents only): refers to the upfront payment of one (1) month's rental fee upon acceptance of offer.
- **Acceptance Fee** (applies to Undergraduate Residents only): refers to the advance payment of two (2) months' rental fee upon acceptance of offer.
- **Key(s)**: refers to access cards, key fobs, door keys, mailbox keys, etc. and their corresponding key tags issued by the Hall Admin Office to the Resident.
- **NTU Property** : refers to NTU Property issued to the Resident upon Check-In, which must be returned upon Check-Out (e.g. Air-Con Prepaid Card).

1. Eligibility:

a) Undergraduate Students

Full-time, matriculated, campus-based undergraduate students are eligible to apply for accommodation in the Halls of Residence. Every Resident must complete the online matriculation by the deadline given by Office of Academic Services. Any Resident who fails to complete the online matriculation by the deadline will have his or her Housing Agreement terminated, and the Resident's Deposit or Acceptance Fee will be forfeited.

A student who is under 21 years of age (based on date of birth) at the time of making his application for residence in the Halls of Residence, is required to provide a Parent/Guardian Consent declaration in his or her application. HAS-Student Housing reserves the right to void the application or terminate the Hall stay if the parent/guardian withdraws his or her consent or if the Student is found to have made a false declaration. If the Student is already a Resident, he or she shall be required to vacate the room within five (5) calendar days of being served the "Notice to Vacate Room" by the Hall Admin Office.

A Resident who is an international student shall ensure that his/her Student's Pass is valid throughout the Stipulated Period of Hall Stay. Any international student without a valid Student Pass shall have his or her Hall stay terminated, and shall face action by the Immigration and Checkpoints Authority (ICA).

The following categories of persons are not eligible to continue their hall stay:

- Students who have an approved leave of absence from the University (whether personal or medical). Residents who have applied for leave of absence are to take note

and shall prepare to vacate the Room within five (5) calendar days of being served the "Notice to Vacate Room" by the Hall Admin Office.

- Students who are going for Overseas Exchange Programme/Internship/Industrial attachment or other overseas programmes.
- Persons who are no longer Students of the University (when the Hall Admin Office receives official notification from Office of Academic Services).
- Final year Students upon release of their final exam results or 30 June, whichever is earlier.

b) Graduate Students

Full-time, matriculated, campus-based graduate students enrolled in a Masters or PhD programme are eligible to apply for accommodation in the Halls of Residence.

Every Resident who is an international Student shall ensure that his/her Student's Pass is valid throughout the Stipulated Period of Hall Stay. Any international Student without a valid Student Pass shall have his or her Hall stay terminated, and shall face action by the Immigration and Checkpoints Authority (ICA).

Every Resident who resides in a designated spouse room/family apartment, which permits the spouse and/or children (maximum of two children) to occupy the Room with the Resident, shall ensure that only the Resident's spouse and/or children are registered as joint occupants to the Room.

Every Resident whose spouse and/or children are foreigners must ensure that they comply with all applicable laws for entering and staying in Singapore, including ensuring that they hold valid passes from the Immigration and Checkpoints Authority (ICA) (e.g. Social Visit Pass, Dependant's Pass etc.) throughout the Stipulated Period of Hall Stay.

Every Resident shall produce to HAS for inspection the originals of the spouse and/or children's identity cards/passports and other relevant documents evidencing their legal entry into and stay in Singapore before any commencement of stay in the Room, and as and when requested.

If the ICA pass of the spouse and/or any child expires during the Stipulated Period of Hall Stay, prior to the expiry, the Resident shall produce to HAS for inspection original documents which evidence the legal entry and stay in Singapore of the spouse and/or child in question beyond the date of expiry. The onus is on the Resident to ensure that (a) any changes and/or updates to original documents that evidence the legal entry and stay in Singapore of the spouse and/or children are notified promptly to the Hall Admin Office; and (b) such original documents are produced for inspection to HAS-Student Housing in a prompt manner prior to the date of expiry. Any Resident who fails to comply with (b) shall have the Hall stay terminated, and shall face action by the Immigration and Checkpoints Authority (ICA).

Students who withdraw from their studies at NTU/ NIE, complete their candidature before the given withdrawal date or convert to part-time candidature will no longer be eligible to continue the Hall stay. If such students are Residents at the Hall of Residence, they are to vacate the Room within five (5) calendar days of being served the "Notice to Vacate Room" by the Hall Admin Office.

c) Inbound Exchange student/Non-graduating student

Inbound exchange students enrolled with Office of Global Education and Mobility (OGEM) are eligible to apply for accommodation in the Halls of Residence.

Non-graduating students enrolled with a School or Laboratory or with the Office of Academic Services are eligible to apply for accommodation in the Halls of Residence (subject to bed availability).

Every Resident who is an international student shall ensure that his/her Student's Pass is valid throughout the Stipulated Period of Hall Stay. Any international student without a valid Student's Pass shall have his or her Hall stay terminated, and shall face action by the Immigration and Checkpoints Authority (ICA).

All inbound exchange students and non-graduating students shall not be eligible to continue the Hall stay when he/she withdraws from or completes the programme at NTU/NIE (when the Hall Admin Office has received official notification from the Office of Academic Services).

d) General points applicable to all categories of Students

The University reserves the right to terminate this Housing Agreement and repossess the room(s) for failure to pay University fees or for violation of any University policy, the Housing Agreement and/or the RRGRH, or when a resident is no longer a matriculated student.

2. Payment :

Each Resident shall pay all charges incurred for his or her duration of stay, including but not limited to the following: application fee, Acceptance Fee, JCRC fee, and rental fees.

Each Resident shall ensure full payment of the amount as reflected in the Student hostel bill/email by the stipulated due date. For GIRO payment, the due date shall be the University's stipulated GIRO deduction date. A late payment charge of S\$25 is imposed if payment is not made by the stipulated due date.

Graduate student Residents on stipend will have their monthly rental fees deducted through their monthly stipends.

The University reserves the right to revise the rental fees and related fees annually or during the academic year.

3. Acceptance Fee/Deposit

a) Acceptance Fee (applies to Undergraduate Residents)

The Acceptance Fee is payable by the stipulated closing date stated on the offer letter or offer email sent by HAS-Student Housing. If full payment of the Acceptance Fee is not received by the stipulated closing date stated in the offer letter or offer e-mail, the offer will lapse and the accommodation will be assigned to another student.

The Acceptance Fee will be used to offset the Resident's first two (2) months of stay and will be reflected as such in the Resident's bill. However, no refund is provided if the Resident does not stay in the Hall for a minimum of two (2) months.

b) Deposit (applies to Graduate Residents)

This deposit is required to be paid prior to Check-In to the assigned Room at the Hall.

The Deposit is used to offset any other final fees upon check-out, with the balance amount (if any) refunded. Should there be any breaches of this Housing Agreement and/or the RRGRH, the deposit may be forfeited as a penalty.

4. Period of Hall Stay:

Unless otherwise indicated by HAS-Student Housing, the period of stay for each Resident is as follows:

Student Type	Accommodation Period	Last day of stay
NTU/NIE freshman and senior student	1 Academic year	15th July
NTU/NIE graduating Student (Final Year)	1 Academic year	30th June or upon the release of the final exam result, whichever is earlier
Exchange student	1 or 2 semesters	15th May or 15th December (tentative)
Graduate student	Based on lease agreement	Based on lease agreement

Residents who are on leave of absence (LOA), who convert to part-time candidature, who are going overseas for an exchange programme/industrial attachment or other overseas programme, or who withdraw or terminate from their course of study, are not eligible to stay in the Halls of Residence as stated in Clause 1, and shall withdraw from the Hall.

5. Check-in

Each Resident shall present either his or her matriculation card to the Hall Admin Office for verification upon check-in. A valid photo identification (e.g NRIC, Passport, Driver's License) is also acceptable in place of the matriculation card, provided that the information contained in such documents can be verified against the Hall Admin Office record.

The Resident shall be deemed not to have completed the check-in process if the key(s) to the Room are not collected within the stipulated check-in period. In such cases, the rental fees shall begin from the stipulated check-in dates/period as stated in the offer letter.

Charges apply from the date of check-in or from the stipulated check-in dates/period as stated in the offer letter, regardless of whether or not the Resident is physically occupying the assigned Room.

Each Resident is required to submit an Online Inventory Checklist via the *Online Room Checklist Application (ORCA)* – https://venus.wis.ntu.edu.sg/hms_ship/orca/login.aspx within three (3) working days of Check-In. The Room and its furnishings shall be deemed to be in good order if a checklist is not submitted within the three (3) working days. Residents shall be responsible for any loss or damage thereafter, and may be liable for any other penalties as decided by the Hall Admin Office/HAS-Student Housing, if such damage or loss is determined to have been caused by carelessness, negligence or improper conduct of the Resident, or his/her guests or visitors.

6. Withdrawal from Hall:

- a) Any Resident who intends to withdraw from the Hall has to submit the withdrawal form to the Hall Admin office at least two (2) quarter months before his or her intended check-out date. In the event that no notice is given or insufficient notice is given, prior to withdrawal from the Hall, the rental charges for the minimum withdrawal period two (2) quarter months shall apply.
- b) Any Resident who does not vacate and completely return their key(s) and NTU property (where applicable) by the indicated withdrawal date shall be deemed to be overstaying and shall be charged the overstaying rate as published at <https://www.ntu.edu.sg/has/housing/Documents/JG-RENTAL.pdf> until the room is vacated and the key(s) and NTU property are completely returned. The onus is on the Resident to ensure complete return of key(s) and NTU property (where applicable). The key(s) and NTU property (where applicable) are to be put into an envelope labelled with the full name, matriculation

number and Room number, and is to be deposited into the key drop box at the Hall Admin Office if it is closed. Weekends and public holidays shall count towards the number of days that are chargeable for overstaying. A postponement of the intended withdrawal date is subject to approval from the Hall Admin Office and a re-calculation of rental fees will be applicable.

- c) Upon Check-Out, each Resident is to ensure that their Room is clean and shall remove all their belongings from the Hall, including bicycles from the bicycle shed; failing which, the Hall Admin Office shall dispose of such belongings left behind without liability. Any bulky items, e.g. fridge or furniture etc., left in the rooms shall be regarded as unwanted and shall be removed by the Hall Admin Office. Any cost incurred from the removal or disposal and/or extensive cleaning shall be charged to the last Resident staying in the Room.
- d) Upon the release of their final exam results or 30th June (whichever is earlier), final year students shall not be eligible to stay in the Hall. They will be required to withdraw by the end of the next quarter month period. Appeals for an extension of stay are considered on a case-by-case basis, subject to availability of vacancies. Extensions granted will be charged at the prevailing daily rate as published at <https://www.ntu.edu.sg/has/housing/Documents/UG-RENTAL.pdf>. Weekends and public holidays count towards the number of days chargeable for such extension of stay.
- e) Residents who are on leave of absence or who are no longer students of the University must withdraw from the Hall by the end of the next quarter month period from the date the Office of Academic Services sends the official notice.
- f) Residents who are going overseas for exchange programme/Industrial Attachment or other academic programmes (eg. Immersion programme) must withdraw from the Hall. They are to give at least fourteen (14) days advance notice to vacate from the Hall.
- g) Graduate Residents who withdraw from their studies at NTU, complete their candidature before the given lease end date, or convert to part-time candidature cannot continue their stay in the Halls and must Check-Out of their Room within five (5) calendar days of being served notice by the Hall Admin Office/HAS Housing.
- h) Graduate Residents are required to submit an online vacate notice (refer to <http://www.ntu.edu.sg/has/graduate/pages/checkingout.aspx>) at least two (2) quarter-months before their intended check-out date or expiry of their lease, whichever is earlier. Residents will be charged two (2) quarter-months' rental fee and/or overstaying charges on a per day basis in lieu of notice for immediate withdrawal.
- i) Residents who are withdrawing from the Hall of Residence must settle all outstanding fees/bills. Residents with outstanding fees will be barred from viewing examination results in the current semester and from registering courses in the following semester
- j) For graduating students, an administrative hold on your degree certificate and transcript will be imposed until all outstanding fees/bills are settled at One Stop @ SAC. Late payment fees apply.

7. Check-Out

The onus is on the Resident to inform the Hall Admin Office of the intended date of Check-Out. Graduate Residents are to submit the online vacate notice.

All Residents are to ensure that his/her Room and shared common areas (including the en-suite bathroom/toilet, shared or otherwise) are clean prior to Check-Out. All Residents are to remove their belongings from the Room prior to Check-Out. If the conditions of the Room and shared common areas are found to be not satisfactory or unacceptable during/ or after Check-Out, cleaning/damage costs (starting from a minimum sum of S\$100.00) shall be imposed.

The Room key(s), and all NTU Property (where applicable) shall be returned to the Hall Admin Office on the day of Check-Out. Room Key(s) and NTU Property (where applicable) may be put into an envelope labelled with the full name, matriculation number and Room number and deposited into the key drop box located near the Hall Admin Office after office hours. If key(s) and NTU Property (where applicable) are not completely returned, Check Out shall not be deemed to have taken place and the Resident shall be liable to continue to pay all applicable charges until the complete return of key(s) and NTU Property (where applicable). The onus is on the Resident to ensure complete return of key(s) and NTU Property (where applicable).

NANYANG TECHNOLOGICAL UNIVERSITY

Rules & Regulations Governing Residence in Halls

A Student who accepts any offer of accommodation in any of the Halls of Residence shall be referred to in the Housing Agreement and in this Rules and Regulations Governing Residence in Halls (“RRGRH”) as the “Resident”.

By accepting any offer for housing made by NTU through the Office of Housing and Auxiliary Services, Student Housing Division (“HAS-Student Housing”), the Resident agrees to abide by all terms and conditions in the Housing Agreement and in the RRGRH (inclusive of all amendments that are made to the Housing Agreement and/or to the RRGRH from time to time by HAS-Student Housing), and is liable for any breaches of any of the terms and conditions in the Housing Agreement and/or the RRGRH that occurred during his or her stay in any of the Halls.

The Resident shall be responsible for familiarising himself or herself with the Housing Agreement and the RRGRH (inclusive of all amendments made to the Housing Agreement and/or to the RRGRH from time to time by HAS-Student Housing that are published by HAS-Student Housing at the HAS website). Lack of knowledge of the provisions of the Housing Agreement and/or the RRGRH shall not excuse any non-compliance by any Resident of the terms and conditions of the Housing Agreement and/or the RRGRH.

For the avoidance of doubt, any Resident who fails to comply with any of the provisions of the RRGRH shall be subject to disciplinary action and/or penalties. The penalties for non-compliance with the provisions of the RRGRH include, amongst others, eviction from the Hall of Residence and forfeiture of rental fees and other related fees, and barring from NTU accommodation thereafter.

For the avoidance of doubt, even after a Resident has vacated his or her room and returned the room key(s) and other NTU property (where applicable) to the Hall Admin Office, the Resident remains liable and responsible for any breaches of the terms and conditions in the Housing Agreement and/or the RRGRH that occurred during his or her stay in the Halls. Any breaches may be subject to disciplinary action and/or penalties from the School/ Department/Centre in which the Student is enrolled in.

References made to ‘Graduate Students’ in this document refer to Residents who are enrolled in a Masters or Doctor of Philosophy (PhD) programme in NTU. Statements with specific reference to Graduate Students only apply to graduate students, notwithstanding rules to the contrary.

1 Room Inspection and Repairs

The Hall Admin Office staff and/or its authorised personnel shall have the right to enter and inspect any room at any time, with or without prior notice to the Resident, and with or without the presence of the Resident, in the interests of health, safety or wellbeing of any person, and/or if there is a suspected breach of any provision of the RRGRH. The Hall Admin Office staff and/or its authorised personnel shall be permitted to take evidence (physical, electronic or otherwise) where necessary for the purpose of administration and/or investigation of non-compliance(s).

In order to execute necessary administration and maintenance services (e.g. repairs, pest control), the Hall Admin Office staff and/or its authorised personnel shall be permitted to enter and inspect any room at any time, with or without the presence of the Resident. If circumstances warrant, entry may be made at any time, without advance notice to the Resident.

2. Security and Safety

- a. Residents are strongly advised not to keep large amounts of money or valuables in their rooms. The onus is on the Resident to ensure that his or her money, important documents and valuables are locked up at all times. For security and safety, all Residents shall lock the door and windows whenever they leave the room. NTU shall not assume any liability for any lost, damaged, and/or stolen personal belongings.
- b. Residents are not to deface, dismantle or tamper in any way, with any safety and security fittings and fixtures, including but not limited to: posters, notices, CCTVs, electronic locks, locksets, secured gates, sprinklers, heat/smoke detectors, fire hose reels and door closers.

Penalties for offenders include and are not limited to eviction from the Hall. Any associated costs for replacement and repair arising from such actions shall also be borne by the Resident. In addition, such defacing, dismantling or tampering of property may give rise to the criminal offence of mischief under Section 425 of the Penal Code.

- c. It is the responsibility of Residents are to be vigilant of all strangers and visitors who are not from the Hall. To avoid unnecessary disputes and security concerns, items used to access the Hall and rooms (keys, key fobs, key cards etc.) shall not be passed to any person or placed in a circumstance where it can be taken away from the Resident. Residents are also not to provide access for persons other than their visitors during visiting hours. Residents are not to deliberately leave the toilet/shower facilities unlocked by any means. Penalties for offenders include and are not limited to eviction from the Hall. Any associated costs for replacement and repair arising from such actions shall also be borne by the Resident.
- d. Toilets in the Halls are gender-specific. No one, including visitor(s), are allowed to use toilets that are meant for members of the opposite sex. Both trespassers (whether male or female) and any Resident who permits the unauthorised access violates the RRGRH and the University's Student Code of Conduct.
- e. Timely reporting is important to the safety and security of Residents. Residents are to report any strangers and/or suspicious characters in the Hall premises immediately to **Campus Security Division at 6790-5200**.
- f. Lending the key fob to another person for entry to any toilet is also not allowed. Penalties may include eviction from the Hall.
- g. Residents are not to place any objects (including potted plants) on balconies and window ledges in a manner that will pose a safety hazard to other Residents.
- h. Residents are to make their own arrangements for collection of deliveries at the drop-off/landing areas. As a security measure for residents, delivery personnel are not allowed to access the residential area (rooms) via any means. Residents found to have permitted access to such personnel shall be considered to have breached the RRGRH.

3 Fire Safety

- a. Only electrical appliances/equipment and accessories such as 3-pin plug, multi-plug, extension drum that are approved or certified safe for use in Singapore are allowed to be used in the rooms. All personal electronic devices such as laptops must be charged using Singapore certified standard sockets, adaptors, etc. All electrical connectors used in NTU shall be approved and affixed with the Safety Mark



Singapore Safety Mark – Previous Version



New version of the Singapore Safety Mark (Effective 1 April 2018)

This is to ensure the safety of all residents and to avoid interruptions of the electricity supply due to power trips. Residents found to have caused such interruptions as a result of non-certified or unapproved electrical appliances/equipment may be liable for all repair/replacement costs, where applicable. As a matter of general safety, all electrical appliances/equipment (with the exception of refrigerators) shall not be left unattended when in use. Power supply for appliances/equipment not in use should be switched off.

- b. Personal Mobility Devices (PMDs) and Power Assisted Bicycles (PAB) shall not be left charging unattended at any time. The Resident will be issued a warning if the device/bicycle is left charging unattended and the item will be confiscated by the Hall Admin Office or its authorised personnel. Repeated offenders may be evicted from the Hall. The use of all such

mobility devices shall comply with the Active Mobility Act. Resident/s shall be held liable for all costs arising from safety incidents related to the charging, use or storage of PMDs/PABs.

- c. For the purposes of safety from fire incidents, cooking or the use of naked flames, fire, candles, incense sticks, and sparklers etc. are not permitted in the room. Cooking is only allowed in the pantries provided in the Halls, and any form of cooking (regardless of appliance/equipment used) in the pantry is to be supervised. Pantries are to be kept clean at all times. Any appliance/equipment/utensils provided for Residents' use are to be cleaned after use and kept back in the original/appropriate location within the pantry. Removal of pantry appliance/equipment/utensils shall be considered a breach of the RRGRH.

4 Condition of Room & Common Facilities / Care of Premises

- a. Each Resident is required to submit an Online Inventory Checklist via the *Online Room Checklist Application (ORCA)* – https://venus.wis.ntu.edu.sg/hms_ship/orca/login.aspx within three (3) working days of Check-In. The room and its furnishings shall be deemed to be in good order if a checklist is not submitted within the three (3) working days. Residents shall be responsible for any loss or damage thereafter, and may be liable for any other penalties as decided by the Hall Admin Office/HAS-Student Housing, if such damage or loss is determined by the Hall Admin Office/HAS-Student Housing to have been caused by carelessness, negligence or improper conduct of the Resident, or his/her guests or visitors.
- b. Roommates shall be jointly responsible for any repair/replacement costs arising from any loss or damage, and such charges shall be shared equally unless one Resident is known to be responsible. In the event where one Resident is solely occupying a double room or apartment, such Resident shall be solely responsible for the entire room and all its furnishings, and shall be solely responsible for any repair/replacement costs arising from any loss or damage.
- c. Residents are not to make any alteration to the premises or to remove any fitting. Residents are not to install a lock of their own or to have an additional lock unless approved of by the Hall Admin Office/HAS-Student Housing.
- d. All residents are to display the name cards provided by the Hall Admin Office on the doors conspicuously. These cards are not to be removed or to be tampered with.
- e. Residents shall not use any form of adhesive material, including but not limited to: tape, reusable putty (Blu-Tack™ or equivalent), concrete nails, or other means of fixing objects to the furniture, windows, walls, doors, etc. in the rooms and surroundings. The cost in making good any damage arising from the process of removing these items shall be charged to the Resident(s) concerned.
- f. All premises shall be kept clean, neat, well maintained and in good condition. Residents are responsible for keeping their rooms clean and tidy so as not to compromise the health and safety of their roommates and/or fellow residents. When the Hall Admin Office/ HAS-Student Housing determines that any Resident has failed to upkeep the cleanliness of the room, furniture or fittings provided, it will arrange for cleaning services to be carried out. The cost of cleaning will be borne by the Resident(s) concerned. The corridors/staircases are to be free from all personal items which may pose as obstacles during an evacuation or to cleaning work. Residents are not to litter.
- g. Vinyl flooring is not to be flooded and wooden furniture is not to be washed with water to prevent damage.
- h. Furniture shall not be indiscriminately used. Residents shall not shift any furniture from their designated places to other locations.
- i. Residents shall not tamper with the computer network points. Use of the network points in the Halls is governed by the terms and conditions issued by NTU's Centre for IT Services. Please read, understand and abide by the terms and conditions here:
<https://ts.ntu.edu.sg/sites/CITS/homepage/IT-Security/Pages/index.aspx>
- j. Residents who connect their personal wireless router to the network points in their rooms shall ensure that access to the wireless router and wireless access points are secured and restricted

to use by the Resident to whom the personal wireless router belongs to. The Resident to whom the personal wireless router belongs to shall assume all responsibility for the device and shall be liable for any IT security issues and/or loss or damage arising directly or indirectly because of the device. Details are at https://ts.ntu.edu.sg/sites/CITS/homepage/Network_Connectivity/Pages/index.aspx

- k. To ensure that all Residents have the opportunity to use the shared laundry facilities, laundry items are to be collected promptly when the wash/dry cycle is complete. Items that are not collected promptly may be collected by the Hall Admin Office, which shall bear no liability for any loss, misplacement and/or damage. Items that are not claimed within two (2) working days shall be discarded without any liability. Laundry is to be hung only at the designated drying areas. Residents are to note that the designated drying areas are generally accessible, and so if they leave valuable items or laundry/items in such areas, it is at their own risk.
- l. Residents shall not willfully damage the building, property or fixtures and fittings belonging to the Hall, or permit them to be damaged in excess of reasonable wear and tear. Building, property and fixtures shall include all items which in the opinion of the Hall Admin Office/HAS-Student Housing, falls into these categories. Residents shall not to dismantle beds, or detach blinds, window grilles or mosquito netting. Residents responsible for any damage shall assume the full cost of repairs or replacement. Recalcitrant offenders shall be evicted from the Hall.
- m. Residents shall report any loss or damage of Hall property to the Hall Admin Office immediately. Residents on the floor or in the block, where the loss or damage of property in the common areas has occurred, shall be liable to defray the cost of repairing or replacing the property concerned, unless those responsible for causing the loss or damage have been identified and have been assessed by the Hall Admin Office to have indeed caused the loss or damage.

5 Keys

- a. Residents who loan any keys from the Hall Admin Office are to return them on the same day. Keys loaned from the Campus Security Division are to be returned by the next calendar day. Residents transferring from one room to another are to return the keys to the old room by the next calendar day following the collection of the keys to the new room. Keys are to be returned at the respective Hall Admin Office during its operational hours or deposited into the drop box at the respective Hall Admin Office during non-operational hours. Residents who do not return keys within the stipulated deadline shall be fined for late return of keys at the rate of - \$10(\$18) and \$16(\$28) per day for double and single rooms respectively (figures in parenthesis apply to air-conditioned double and single rooms respectively). Weekends and public holidays count toward the number of days, should a fine be imposed.
- b. Residents are not to duplicate any keys issued by the Hall Admin Office. Unauthorised duplication of keys and/or entry to a room by means of a duplicated key shall be deemed to be a serious breach of this RRGRH. Duplicated keys shall be confiscated by the Hall Admin Office or by the Campus Security Division. Offenders shall be severely dealt with, and in cases of entry into a room by means of a duplicated key, offenders may, in cases that involve criminal offences, also be reported to the police.
- c. A replacement fee shall be levied for the loss of any key/card key/key fob. The amount will depend on the type of key lost. In the event where the loss requires a change of door lockset, additional charges will apply and shall be borne by the Resident. Should the key/card key/key fob be found after the replacement has been made, it is to be returned to the Hall Admin Office as it is still property of NTU. However, there shall be no refund of fees as the replacement has been made.
- d. If a resident is locked out of his/her room and requires assistance to unlock his/her room door, he/she shall be liable for a lockout service charge of \$20. As such, residents are to carry their key fob with them at ALL times.

6 Visitor Policy

- a. Residents shall supervise each and every one of their visitors in the Hall at all times, and shall ensure that their visitors behave in a manner that does not breach any of the provisions of the RRGRH. Residents shall be held accountable for the conduct and the behavior of their visitors. Any breach by any visitor(s) shall be deemed to be a breach of the RRGRH by the Resident(s). Unless proven otherwise, Residents in the same room shall bear equal accountability and consequences for the failure of them and/or their visitors to comply with the RRGRH. Criminal offences committed by visitors (e.g. property damage, theft, any other offences) shall be reported to the police for investigation.
- b. Visiting hours are **strictly from 7.30am to 11.30pm daily**. All visitors shall leave the room and/or Hall premises **by 11.30pm**. Visitors shall be accompanied by Residents at all times. Visitors are not allowed to stay overnight or to be in the Hall beyond visiting hours.
- c. Residents shall not to allow members of the opposite sex to stay in their rooms for any duration, except for short visits and subject to no complaints made by fellow Residents and within visiting hours. The door, windows and blinds/curtains of the room shall remain open during the visit.
- d. Where SafeEntry and/or NTU Contact Tracing is carried out in the University, Residents shall ensure that their visitors complete the SafeEntry and/or NTU Contact Tracing QR check-in/check-out procedure, with regard to all the areas they have visited. Action shall be taken against the Resident will be taken for any non-compliance with this requirement by their visitors.

7 Assigned Room Occupancy

- a. Residents shall not exchange or transfer their rooms without prior approval from the Hall Admin Office/HAS-Student Housing.

8 Subletting/Illegal Stay

- a. Residents shall not put up advertisements/notices in any manner, electronic or otherwise, to solicit for sublet, sublet their rooms or to allow another person to take over the room, with or without monetary consideration. The unauthorised tenant shall be treated as an illegal squatter. The errant Resident(s) and the illegal squatter shall be liable to eviction from the Hall and the balance of the rental fees, and other related fees including the balance amount in the aircon prepaid card (where applicable) shall be forfeited. All information received by the Hall Admin Office/HAS-Student Housing on illegal squatters, or on the sublet or transfer of rooms, will be investigated. Room checks will be conducted and where information is verified during checks, action will be taken.
- b. Residents shall not to accommodate any guest in their rooms without prior approval from the Hall Admin Office/HAS-Student Housing. A resident who harbours or in any way assists an unauthorised guest shall be liable to eviction from the Hall and the balance of the rental fees, and other related fees including the balance amount in the aircon prepaid card (where applicable) shall be forfeited.
- c. Any person found residing in a room without approval from the Hall Admin Office/ HAS-Student Housing shall be treated as an illegal squatter. A non-resident shall be charged \$40 a day for the period of stay, or the minimum period of one week, whichever is higher. Should there be a case of harboring an illegal squatter, the errant Resident(s) and the illegal squatter (if he/she is a resident of the same Hall or another Hall), shall be evicted from all Hall accommodation and the balance of the rental fees, other related fees including balance of amount in aircon prepaid card (where applicable) shall be forfeited. The Student Affairs Office and the respective School/Department shall be informed.

9 Regrouping of Residents

- a. In the event the Hall Admin Office requires particular block(s)/room(s) to be vacant in preparation for short term accommodation or for any other purposes, Residents may be required to move to other rooms/Halls.

- b. In the event where a single occupant is in a double room, the Hall Admin Office/HAS-Student Housing reserves the right to assign an additional occupant to the room, or to assign the single occupant to another room.
- c. To facilitate major repairs, renovation/upgrading, or if required arising from unforeseen circumstances, Hall Admin Office/HAS-Student Housing shall have the right to relocate residents to other rooms/halls, whether permanently or on a temporary basis.

10 Use of Electrical Appliances

- a. Residents who wish to have a refrigerator in their room shall pay \$80 (excluding prevailing GST) as electrical charges per semester (non-prorated), and shall declare the installation of the refrigerator via the *Fridge Declaration System (FDS)* – https://venus.wis.ntu.edu.sg/hms_ship/fridge/login.aspx at least one (1) working day before bringing in the refrigerator into the Hall. Graduate students are to submit a hardcopy declaration form. Refrigerators are not to be more than 1.2m in height (bar-sized fridge). They are to be placed inside the room (in the designated recessed areas in certain Halls). No refunds, prorated or otherwise, of the electrical charges will be made for withdrawal during a semester (refer to the Terms & Conditions listed in the *FDS*).
- b. Any Resident who fails to declare his or her refrigerator, or who is persistent in placing the appliance outside their room even after being warned, shall be liable to a double charge of \$160 per semester.
- c. Residents shall not install or use air-conditioners, coolers or cooking appliances of any type in the room or any high electrical consumption equipment/appliances, as high electrical consumption causes electrical tripping easily. Equipment/appliances with heating elements (heating coils/hot plates etc.) are banned in the rooms as these items can easily cause power trips.
- d. Selected rooms at various halls are fitted with air-conditioners. For Residents staying in Halls 4, 7, Binjai, Tanjong, Banyan, Saraca and Tamarind, Residents may purchase a zero value Pre-Paid Card (PPC) from their Hall Admin Office for the usage of the air-conditioners in the rooms. For Residents staying in Halls 3, 5, 8 to 16, Crescent & Pioneer, Graduate Hall 1 & 2, Residents will be issued a zero value Pre-paid Card (PPC) by their Hall Admin Office for the usage of the air-conditioners in the rooms.

These PPC may be topped up with stored value at any of the designated compatible top-up kiosks. The air-conditioner can be used when a compatible PPC with sufficient stored value is inserted into the PPC reader in the Resident's room. Residents who make use of the air-conditioner shall be deemed to have agreed to comply with the Terms & Conditions governing the use of PPCs and air-conditioners ([http://www.ntu.edu.sg/has/Undergraduate/Documents/TnC_\(Pre-paid\).pdf](http://www.ntu.edu.sg/has/Undergraduate/Documents/TnC_(Pre-paid).pdf)). The air-conditioner thermostat should not be set below 23 deg C at any time. The room door and windows shall be closed when the air-conditioner is operating. More information on room air-conditioners and on the location of top-up kiosks is available at <http://www.ntu.edu.sg/has/Undergraduate/HallLiving/Pages/RoomAir-cons.aspx>.

- e. All electrical appliances (except refrigerators) shall be switched off when nobody is in the rooms/common rooms. A fine of \$5 shall be imposed for any failure to do so. The errant Resident shall be evicted after incurring three (3) fines (in one or separate occasions) during his/her stay in the Hall. Lights and fans in the lounges, TV rooms, etc., are to be switched off when not in use.
- f. Residents shall not use the power sockets located outside their rooms, which are provided for use by contractors for the cleaning of the common areas. The plug from such power sockets may be disconnected and the equipment/appliance may be confiscated by the Hall Admin Office without any liability.

12 Integrity and Conduct

- a. Any person caught committing any criminal offence of any kind shall be referred to the police for action and shall, if he or she is a Resident, be evicted from the Hall of Residence with immediate effect and be barred from University accommodation for the entire course of study, including postgraduate candidature (where applicable).
- b. Residents shall not tamper with, dismantle or otherwise damage the PPC reader or air-conditioner in the room. Tampering with, modification of, or manipulation of the data contained in a PPC or use other than for its prescribed purpose is also prohibited. Fraudulent or unauthorised use of the air-conditioners is also prohibited.
 - i. This is not only a breach of this RRGRH, but is also a violation of the Student Code of Conduct for inappropriate use of University resources and/or damaging University property.
 - ii. A penalty of \$50 per illegal top-up transaction shall be imposed. Penalties include and are not limited to eviction from the Hall and barring from University accommodation for the entire course of study, including postgraduate candidature (where applicable). A COI will be conducted by the School, which will escalate up to Board of Discipline. Residents are also not to abet or become an accessory to such behavior and those found to do so shall also be in breach of the RRGRH.
 - iii. In addition, such dismantling or damage to property, or tampering with or modification of the data contained in a PPC may give rise to criminal offences under the Penal Code and/or the Computer Misuse Act.
- c. Any Resident who is undergoing a police investigation of any nature shall be required to withdraw from the Hall within five (5) days of being served notice by the Hall Admin Office/HAS-Student Housing. He or she may be allowed to reapply to stay in a Hall after the police investigation has concluded and may be asked to provide evidence that such police investigation has concluded. Any decision to re-admit any student with such a history shall be at the sole discretion of the University, regardless of the outcome of the investigation.
- d. Residents who display behavior endangering themselves or others (defined as taking, or threatening, action(s) that endanger(s) the safety, physical or mental health, or life of oneself or of any other person, or creates a reasonable fear of such action) shall be required by the Hall Admin Office or HAS-Student Housing to either withdraw from the Hall immediately, or within five (5) days of being served notice, as stated in the notice from the Hall Admin Office or HAS-Student Housing. Such Students may be allowed to reapply to stay in a Hall provided that their applications are supported by a letter/memo from a medical practitioner registered with the Singapore Medical Council certifying that they are fit to stay on-campus independently. Residents are also not to abet such behavior and/or behave in a manner that triggers any such behaviour. Those found to do so shall be subject to investigation.

13 Public Nuisance

- a. Pranks, ragging and rowdy games in any form shall not be carried out in the Halls. Those who instigate such acts, and those who participate in such acts, breach the RRGRH.
- b. At all times, Residents shall not talk loudly or make excessive noise. The noise level must be kept down to allow others the opportunity to study and sleep in comfort.
- c. Residents are to be considerate to fellow Residents by refraining from noisy activities at night, after 11.30pm whether individually or as part of group. Any Resident found to be engaging in noisy activities at night after 11.30pm may be evicted from the Hall. In addition, penalties such as barring from University accommodation may be imposed.
- d. Gambling of any form (mahjong, poker etc.), fighting, the use habit-forming drugs and the use of abusive language is **STRICTLY PROHIBITED**. Any Resident found to have committed such acts shall be liable to be immediately evicted from the Hall. All gambling equipment shall also be confiscated by the Hall Admin Office without liability.

- e. Any resident found committing acts of public disorder or nuisance arising from excessive alcohol consumption, whether individually or as part of a group, is liable to be evicted from the Hall. In addition, further penalties may also be imposed.

14 Prohibition

- a. Residents shall not be seen on the floors/section of the floors demarcated for the opposite sex from 11.30pm to 7.30am. Errant Residents shall be liable to be evicted from the Hall.
- b. The University is a smoke-free campus. Smoking is prohibited campus wide, including at the residential Halls and other campus buildings, except in the Designated Smoking Areas (DSAs). This is in line with the Smoking (Prohibition in Certain Places) Act administered by the National Environment Agency. Residents shall adhere to this requirement and shall supervise their visitor(s) at all times to ensure that they adhere to this requirement. First-time offenders who smoke in campus areas other than in the DSAs will be issued a formal written warning. Repeated offenders shall be subject to more severe penalties. Anyone who sees a person smoking outside the DSAs should gently remind the individual, or seek Campus Security Division's assistance at 6790-5200.
(Smokers who wish to receive personalised help to quit smoking can call the Health Promotion Board's QuitLine at 1800 438 2000, or approach the University Health Centre for assistance).
- c. To ensure due respect to fellow Hall Residents, University staff and members of public who may pass by the Halls, all Residents are to be appropriately dressed in the public areas and common rooms of the Hall.
- d. Residents are not to keep or feed animals within the premises of the Halls of Residence.
- e. Residents are not to keep or grow plants in the common areas. Growing of plants on window ledges or any other area which may result in the risk of a falling object (as determined by the Hall Admin Office/ HAS-Student Housing) is prohibited.
- f. Residents are to check their mailboxes regularly. The Hall Admin Office shall not be responsible for residents' failure to respond promptly to messages/letters/notices that are sent to their mailboxes.
- g. Residents shall not to park their motorcycles/bicycles within the Hall premises other than at the designated motorcycle/bicycle parking shelters.
- h. Possession, consumption, display and/or distribution of pornographic materials of any kind (electronic or otherwise) is **STRICTLY PROHIBITED**. Residents who illegally download, distribute and/or possess obscene or pornographic materials also breach the University's Student Code of Conduct. In addition to any action by the University, errant Residents may be subject to police investigation for violations of the criminal offence provisions governing such materials under the *Undesirable Publications Act* and *Section 292 of the Penal Code*.
- i. To avoid unnecessary disputes and to ensure equal opportunities for residents, Residents are not to reserve seats in the Reading Room. The Hall Admin Office reserves the right to remove items used for the reservation of seats without liability should there be any feedback on such behavior. Items that are unclaimed will be discarded after five (5) working days.
- j. Residents are to refrain from having their family's foreign domestic workers clean their room. This is in contravention of the *Employment of Foreign Manpower Act*.
- k. Residents are not to solicit, sell or promote any goods or services or any political or social cause within the Hall.
- l. Activities involving or the possession of chemicals, bio-compounds, mercury-containing items (controlled as Hazardous Substances under NEA's *Environmental Protection and Management Act (EPMA)*. etc that may cause fire, explosion or any kind of potential safety hazard to oneself or to other Residents are strictly prohibited.

- I. Residents must frequently check and remove stagnant water in the room /apartment to prevent breeding of mosquitoes. Any fine / penalty issued by NEA for breeding grounds found within the room/apartment shall be borne by the Resident(s) of the room/ apartment concerned.
- m. Residents shall protect the personal data pertaining to any person who is resident in the Hall, or who will become resident in the Hall, that he/she has been given access to for the purposes of carrying out Hall related activities. For the avoidance of doubt, the personal data pertaining to any person who is resident in the Hall, or who will become resident in the Hall, shall also include the contact information of such person's parent, guardian, next of kin or emergency contact person. Any Resident who discloses personal data pertaining to any person who is resident in the Hall, or who will become resident in the Hall, that he/she has been given access to for the purposes of carrying out Hall related activities, without the prior authorisation of such person, shall be subject to penalties.

15 Eviction from Hall of Residence

Any Resident whose acts are harmful to the Hall or to its Residents, or who is in breach of the RRGRH, and any Resident who is being dealt with by a disciplinary committee for any offence, shall be evicted from the Hall with immediate effect and may be barred from on-campus housing for the entire course of study, including postgraduate candidature (where applicable). The Resident's balance of the rental fees and other related fees (including the balance amount in the aircon prepaid card, if applicable) shall be forfeited.

16 Exclusion

To the maximum extent permitted by law, neither the University, nor the Hall Admin Office, nor HAS-Student Housing, shall be liable to any Resident or his/her visitors for any personal injury, loss or life, loss and/or damage to personal property resulting from fire, electricity, water and/or defects that arise from conditions that relate to the room and/or to other areas of the Halls.

The University and the Hall Admin Office/HAS-Student Housing shall not be liable for any loss and/or damage arising from any act, omission or negligence of any Resident, or from any failure by the University or the Hall Admin Office/HAS-Student Housing to enforce the provisions of the RRGRH against any Resident.

17 Amendment to the RRGRH

The RRGRH may be amended from time to time by HAS-Student Housing. The Resident shall be responsible for familiarising himself or herself with [the RRGRH](#), inclusive of all amendments made to the RRGRH from time to time by HAS-Student Housing that are published by HAS-Student Housing at the HAS website. Lack of knowledge of the provisions of the RRGRH shall not operate to excuse any non-compliance by any Resident with the RRGRH.