

# 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). 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:

<b>Student Type</b>	<b>Accommodation Period</b>	<b>Last day of stay</b>
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](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-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 fourteen (14) days 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 of fourteen (14) days 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/UG-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 30<sup>th</sup> 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).