



# **Canadian University of Dubai**

## **Accommodation Handbook**

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## **Canadian University of Dubai Accommodation**

The Canadian University of Dubai is committed to providing students with an international academic experience, guided by the highest educational and corporate ethics, adding value to the personal and professional lives of its graduates, and the communities in which we serve.

The Canadian University of Dubai promotes Canadian perspectives in learning, research and application, grounded in appreciation and respect for diverse cultures and UAE values.

We strive to meet this commitment in our student housing by providing accommodation conducive to study and positive social interaction in an atmosphere of dignity and mutual respect.

### ***Providing a positive atmosphere for study and social interaction***

All residents must allow their fellow students the opportunity:

1. to read and study undisturbed in their room
2. to sleep without disturbance from noise
3. to have free access to their room without pressure from roommates
4. to live in a safe, clean and drug and alcohol-free environment

All students must:

1. Respect all UAE laws and rules, culture and religion.
2. Respect UAE culture and religion regarding relationship between women and men and refrain from sexual harassment and indecent exposure
3. Respect all rules and instructions given by the accommodation manager or his agents.
4. Respect the personal privacy of fellow students
5. Respect the personal property of their roommates
6. Respect University property.
7. Show respect towards University and security staff.
8. Maintain a clean room and pick up after them.
9. Maintain the dignity, self-esteem, and physical and emotional well being of their roommates and refrain from harassment, discrimination, intimidation or causing physical harm.
10. Show tolerance for different cultural and religious practices, living styles and food preferences.
11. Practice good kitchen hygiene. For example please:
  - a. Wash eating, drinking and cooking vessels and utensils
  - b. dispose of uneaten food and trash
  - c. keep all cooking, food preparation and eating surfaces clean
  - d. put your name and date opened on all food containers and throw out when too old
12. Inform other residents politely and respectfully if they are violating your rights or the rights of other students
13. Inform the accommodation officer or Student Affairs if they feel that this atmosphere is not being provided.

## ***Safety, Security and Student Conduct***

### **In Case of Emergency**

A University Staff member is always on call for emergencies. In an emergency dial 04 709 6169 and your call will be forwarded to a University staff member. In the event of fire, sound the fire alarm and alert other residents, call the fire department by dialling 977 and leave the building. Then call the staff member on call at the above number. In medical emergencies alert anyone in the building with first aid training; call an ambulance at the Iranian Hospital by dialling 04-404-6471. Please remind them of your address. The University will reimburse the AED 300. Then call the staff number.

### **Signing in and out**

The safety and security of students is paramount. In the event of fire or other emergency it is imperative to know who is in the building. You must always sign in and out of the building using the designated logbook or forms.

### **Fire prevention**

Smoking, the burning of incense or candles or using any open flame other than the kitchen stove is prohibited.

Any student detecting smoke or fire must inform the accommodation officer, sound the alarm and call the fire department by dialling 997 Students must evacuate the building in the event of a fire alarm.

### **Curfew**

Except in the event of an emergency Students must be in the accommodation by 12:00 p.m. on weeknights and by 01:00 a.m. on weekends and holidays. (Weekends include Thursday and Friday nights). Students returning from out of town on a Saturday night may return at 1:00 a.m. with a note or authorization from parents/guardian.

### **Dorm Leave**

Students are expected to sleep in the dormitory every night. With parents' written consent students may apply for leave between Thursday night and Saturday night and holidays.

### **Violations of Curfew and Dorm Leave**

Violations of curfew and dorm leave will result in progressive disciplinary action starting with written warnings, followed by counselling and notification of parents and finally a disciplinary hearing which could result in expulsion from the dormitory.

## **Quiet Hours**

At all times students must respect the right of other students to study. Students must not make disturbing noise between 10:00 p.m. and 7:00 a.m.

## **Guests**

Students may entertain guests of the same gender during office hours from 8 am to 5 pm. Students are responsible for the behaviour of their guests and visitors. Guests must follow the guidelines for students. Guests are not allowed in the student accommodation between 5:00 p.m. and 8:00 a.m. All guests must be signed in and out in the log book. Any misconduct will be subjected to disciplinary action and expulsion from the accommodation.

## **Maintenance**

Student rooms will be maintained and repaired if damaged. Rooms will be inspected periodically and at the end of each term. Students must pay for the cost of damage they cause. If there is no damage, the student maintenance deposit will be returned when the student leaves University Accommodation for the last time.

## **Cleaning**

It is the responsibility of the students to ensure cleaning of their rooms up to the university standard. The accommodation officer may suggest cleaning service to be provided to students who requested for it and charges to be paid by student directly to the cleaning company.

## **Room Inspections**

At any time a University administrator may visit a student's accommodation. Upon presentation of proper identification by the staff member, the student must allow the University administrator to inspect the accommodation.

## **Substance Abuse**

Recreational drugs, narcotics and alcohol are not permitted on any University property including in student rooms. Entering Student Accommodations while under the influence of drugs or alcohol is not allowed. Smoking is also forbidden on University property and in student accommodation. Violation of this policy will result in disciplinary action which could result in permanent expulsion from University accommodation and possibly the University. The parents of students under 21 will be informed of any incidents.

## ***Failure to Comply with the Accommodation Policy***

Failure to comply with the University Accommodation Policy may result in a written warning, counselling or a disciplinary hearing depending on the severity of the offence. A hearing could result in penalties ranging from a written warning to progressively more severe penalties which could include letters to parents, suspension or expulsion from student accommodation or the University or referral to Police or other authorities and possible legal sanctions.

## ***Registration for Accommodation***

Only Canadian University of Dubai students who are registered full time students of the University and have paid or have arranged payment of tuition and accommodation fees are eligible to reside in the University provided accommodations.

The University will try to provide accommodation for all students who have applied for accommodation. However, in the event of a shortage of room, accommodation priority will be given first to returning students who have paid for their room. Students who have paid a deposit will guarantee a room as per the Student Accommodation Application.

Student fees and dormitory fees as well as a n AED 500 refundable maintenance deposit must be paid. To register students must fill out the Student Accommodation Application form and have it stamped by the cashier to confirm that the student's tuition and accommodation fees have been paid.

The student presents the stamped Student Accommodation Application form to the Accommodation Manager who assigns a room in accordance with the room type preference specified in the form.

## ***Moving In***

Once a room has been assigned students will be given a room key. Students must review and sign a room inventory form within 48 hours of moving in.

## ***Renewing Accommodation***

Students who intend to renew accommodation for the next term must submit a completed Accommodation Application form and pay the non refundable AED 500 room guarantee four weeks before the end of term. The room guarantee will be deducted from residence fees payable on the first day of the new term. Students may not return to the same room as previously occupied. Accommodation officer will assign room for the student.

## ***Changing Rooms***

Students normally stay in the same room for the whole semester. Students may make a request to move to another room, but the decision is at the discretion of the Accommodation Officer.

## ***Room Cancellation***

Students who cancel before the end of registration week will forfeit only their AED 500 deposit. Students who cancel after the beginning of classes will receive the following refund:

|  |     |
|--|-----|
| Between the first day of classes and up to two weeks after | 80% |
| Between two weeks and a month                              | 75% |
| Between a month and two months                             | 50% |
| Between two and three months                               | 25% |
| Over three months  | 00% |

### ***Leaving Accommodation***

When students leave their accommodation they must properly pack all their belongings, labelled them and stored in designed area, leave all university property that was there when they arrived and ensure that the room is clean and tidy. They must return their key. A check list will be completed at this time and any missing or broken items will be deducted from the student's maintenance/security deposit.

### ***Staying between Semesters***

Accommodation fees cover housing during the semester. Students who wish to stay in their room after the end of the semester will be charged a daily rate for the number of days they stay between semesters.

### ***Rate***

As the prices market rises, the university does not rule out the possibility of increase in the accommodation fees/rate. The information on the increase will be notified in advance to students via the university website, letter, email, etc...

### ***Internet charge***

Internet charges will be imposed on all students staying in the accommodation. A minimal charge of 449 AED / per student per semester.

# **Canadian University of Dubai**

## **Student Accommodation**

### ***Undertaking***

I, the undersigned, acknowledge that I have read the Canadian University of Dubai Accommodation Handbook and the Student Handbook and agree to follow the provisions and rules contained therein. I further agree to respect the laws and regulations of the UAE. I understand that failure to follow the code of conduct outlined in the Accommodation Handbook and in this undertaking will result in disciplinary action which could result in written warnings, a letter to my parents, suspension and/or expulsion from University accommodation or from the University. Criminal or civil action is also a possibility.

I further agree that I will indemnify the University if my failure to follow the above mentioned rules, regulations and laws results in loss or damage to any property or injury to anyone. I will not hold the University liable for any personal injury, loss or damage to my property resulting from my failure to follow the above rules, regulations and laws.

Student Name:

Student ID:

Contact Number:

Signed:

Date: