



**CONDITIONS OF OCCUPANCY
AND RESIDENTIAL CHARGES
FOR STUDENTS RESIDENT IN
NATIONAL COLLEGE OF IRELAND
CAMPUS RESIDENCES**

Academic Year 2014 / 2015

THIS BOOKLET SHOULD BE KEPT FOR FUTURE REFERENCE.

BOOKLET 2

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Section One

Terms and Conditions of Occupancy

1.1 Introduction

Welcome to National College of Ireland (“the College”) residential accommodation. Living on Campus (“the Campus”) is a very rewarding experience and the college wishes to develop a vibrant college community that supports the social and academic aspects of College life. All residents (“Residents”) must respect the rights and facilities of all those residing in the Campus and those adjacent to the Campus.

The following expectations have been developed in accordance with National College of Ireland’s “Learner Charter” and based on issues of respect demanded by the society in which we live.

1.2 Rules and regulations for residence

- The right to read study and live free from undue interference, unreasonable noise and other distractions, which inhibit the exercise of this right.
- The right to expect that others will respect one’s personal belongings.
- The right to a reasonably clean environment in which to live including the right to select and live in a smoke-free environment.
- The right to free access to one’s room and to facilities provided in the residence.
- The right to personal privacy.
- The right to have concerns addressed through the complaints process.
- The right to be free from physical or psychological intimidation, harassment and/or harm.

1.3 The social contract - basic responsibilities of a resident

- To treat other residents with respect and consideration and to guarantee them their individual rights.
- To understand all policies and regulations necessary for the whole Campus. To function and abide by those rules, residence policies and procedures, letting agreements, student handbook and other College publications and postings.
- To be responsive to all reasonable requests from fellow students.
- To be responsive and co-operative in all dealings with the Residents, assistants and staff members and other College officials.
- To accept responsibility for personal and community safety, e.g. to refrain from misusing safety equipment, security doors, lighting, heating, building etc.

1.4 Terms and conditions

All Residents must sign a Letting Agreement (“Letting Agreement”) and also sign these Conditions of Occupancy and agree to be bound by the terms and conditions in those documents. These terms and conditions aim to provide freedom to Residents and the standards essential to harmonious group living and to the ethos of the College.

The conditions exist to try to ensure that the Residents are provided with a living environment, which is safe, academically supportive and respectful. The regulations relate to community standards as well as fire, health, safety, discipline and maintenance codes. Residents who violate residence regulations or code of conduct policies are subject to sanction in accordance with the rules from time to time put in place by the College.

The purpose of these regulations is to try to ensure that a suitable academic environment in the College is maintained. They require reasonable behaviour and consideration for others and are intended to assist Residents passing a fulfilling and rewarding time at National College of Ireland. The Accommodation Office will oversee all matters in relation to the Campus Accommodation.

Student members are required to observe the terms and conditions of this students’ residence booklet and the student handbook as are made available from time to time. All Residents shall refrain from conduct liable to infringe the rights of others.

The Resident’s Conditions of Occupancy comprises the terms and conditions set out in this booklet as varied from time to time. The Letting Agreement allows a Resident the use of a bedroom and, in common with other students of the residence apartment (“apartment”), the shared use of the kitchenette facilities and other shared areas within an apartment.

Section Two

General Information

2.1 Allocation of Rooms

Rooms ("rooms") in the College are allocated by the Accommodation Manager. This allocation may be revoked at the sole discretion of the Registrar or Accommodation Manager. Cause for such revocation generally include being in arrears of payment of College fees or accommodation fees or incidental accounts, and/or breaches of College regulations which, in the sole opinion of the President, would make it undesirable for the Resident to continue to reside in College accommodation.

2.2 Tenure

Undergraduates may be offered rooms in the College for a period from August to June. There are two potential start and end dates for residents. A Residents contract lasts for 40 weeks. The below billing periods are a payment plan only and are not reflective of term dates you have signed up to.

The billing periods are as follows:

23rd August 2014 – 30th May 2015:

- 1. First payment of €2,730 must be received before August 11th 2014.**
- 2. Second payment of €1,365 must be received before November 3rd 2014.**
- 3. Third payment of €1,365 must be received before February 2nd 2015.**

6th September 2014 – 13th June 2015:

- 1. First payment of €2,730 must be received before August 11th 2014.**
- 2. Second payment of €1,365 must be received before November 3rd 2014.**
- 3. Third payment of €1,365 must be received before February 2nd 2015.**

Taking up occupancy of a room is an acknowledgement that the standard of the room offered and its related facilities are satisfactory to the Resident. While the College will make every effort to repair defects, which arise, no requests will be entertained from Residents for the improvement or upgrading of rooms/apartments.

For health and safety and security reasons, the College and or Accommodation Manager reserve the right to close the College accommodation for specified periods of time.

The Christmas holiday break, the residences **will not** be closed, however residents wanting to stay on campus from the 23rd Dec-1st Jan must inform the accommodation office in writing by the 4th Dec.

PLEASE NOTE: For Residents taking up accommodation for one semester only, this must be agreed with the Accommodation Office in advance. The occupancy periods are 6th September 2014 – 3rd January 2015 for semester one, and 10th January 2015 – 30th May 2015 for semester two. The semester rate is €2,730. Additional weeks residency will be charged at a weekly rate of €145.00, to be paid at the start of the term of occupancy.

2.3 Accounts

There are three account periods, detailed above. Payment must be made in advance for all periods. For each payment period a reminder email will be sent out to email address listed on the application. Payment may be made on-line, by cheque, bank draft, credit card or postal order and forwarded to the Accommodation Office at National College of Ireland.

1st instalment and security deposit has to be paid in full before the move in date. Accounts not paid by the due date automatically incur an administration charge of €60.00. **If the account and any other charges remain outstanding one calendar weeks after the payment due date will be deemed to be an overdue account. If after further two weeks, the account has not been cleared, 48 hours notice to quit will be issued by Accommodation Manager.**

Grants/Late Payments: Anybody wishing to pay Accommodation Fees outside of the above billing period must contact the Accommodation Office to agree a payment plan. Written confirmation of grant acceptance will be required.

Any charges related to foreign currency transactions are charged to the Resident.

2.4 Responsibility

From the moment you receive your key/card until you surrender it, you are responsible for the condition of your room/apartment and for what happens in it. (If you are going to be absent from your room for a week or more, you may, if you wish, leave the key(s) at the Accommodation Office.) In the case of loss or theft, new key/cards, for which you will be charged €50.00, are available from the Accommodation Office. You are not permitted to give your key/card to others. You must lock your door at all times when you are not in the apartment.

2.5 Overnight Guests Procedure

Up to 10% of residents will be allowed to have guests on campus at any one time. This equates to 28 overnight guests on campus at any one time.

- 1 guest per resident is permitted for a maximum of two nights in any 7 day period. It is the responsibility of the resident, not the accommodation office, to ensure this quota is not exceeded.
- A maximum of 2 guests per apartment are allowed at any one time.
- Complaints from other residents in relation to parties/abuse of the overnight guest procedure will result in an automatic one month guest ban.
- Requests for an overnight guest must be made to the accommodation office prior to 4pm on the day of the guest's arrival Mon – Fri. Weekend guests should be pre booked by 4pm on the Friday.
- Requests can be made in person, by phoning 01 4498 705/703 or emailing the accommodation office @ campusresidences@ncirl.ie during office hours.
- Guest cards will be issued on a first come first serve basis so it is advisable to provide as much notice as possible for booking in an overnight guest. Once we have allocated our entire quota of guest cards, no further overnight guests will be permitted on campus.
- All overnight guests must be aged 17 or over. I.D. may be requested by the Security Officer.
- Guest cards should be collect by residents in advance during office hours Mon - Fri.
- A deposit of €20 is required for provision of a Guest Access Card. The deposit will be returned when the Guest Access Card is returned. Residents who register a guest late i.e. after 4pm will incur a late fee payment of €10 non-refundable.
- Residents must accompany their guest on campus after midnight.
- Residents are responsible for the behaviour and actions of their guest. The Resident will be issued with a fine for any damage, noise, breaches of tenancy.

2.6 Overnight Emergency Guests Procedure

In the event of a genuine emergency, access onto Campus is at the sole discretion of the Security officer.

- An emergency guest sign in is permissible at the security office. Your guest is not allowed on campus prior to being signed in. If you are off campus, you must buzz security from the turnstile and advise them you wish to use the emergency guest sign in. If you are on campus, then your guest must wait outside the turnstile while you go to the security office and inform them you wish to use the emergency guest sign in.
- Upon the use of a second 'Emergency Overnight Guest sign in' the resident will be issued with an automatic one month overnight guest ban. Disciplinary action may be taken for subsequent mis-use of emergency guest procedures therefore **residents are advised not to use emergency sign in for frivolous reasons** and plan any visits by friends and family in advance.
- In order to avoid abuse of the emergency guest procedure an automatic charge of €20 made payable to a charitable organisation is administered on the use of an emergency overnight guest sign in.
- Residents must accompany their guests on campus after midnight.
- The overnight facility is suspended during the following times:
 1. Reading week
 2. Examinations

Any breach or attempted breach of these guidelines will result in a fine, €65 for first offence, €130 for second offence and removal of guest privileges for a set period of time. Any further issues will result in permanent removal of guest privileges.

2.7 Cancellations prior to the move in date

Confirmed applicants that wish to cancel their application must do so 6 weeks prior to the move in date. Any cancellations received after the cancellation period will incur €50 administration fee, which will be deducted from the deposit paid.

Where a student is a CAO 1st Year applicant and they do not secure their college place, the office must be notified within 2 days of the CAO 1st or 2nd round offers that they would like to cancel their place. In this instance, the full

deposit will be refunded. If notice is given after 2 days, then the applicant will incur €50 administration fee, which will be deducted from their deposit paid.

Cancellations must be made in writing and sent by email (to campus.residences@ncirl.ie) or handed into the Accommodation office.

2.8 Room swap

A room swap can be facilitated. An administration fee of €50 applies.

2.9 Giving of notice of occupancy

Residents are liable for the residential charge for the full billing period of 40 weeks.

Notice to vacate rooms at the end of the first semester must be given to the Accommodation Office in writing, at least 6 weeks prior to the intended moving out date and are subject to approval by the Accommodation Manager.

2.10 Ending residence

On the termination of the Letting Agreement, Residents shall leave their rooms/apartment in a clean and orderly condition and remove all personal effects and belongings by no later than 12:00 noon on the day of departure. Any such personal effects or belongings left in the apartment or in the room after that time shall be disposed of by the College at its discretion without incurring compensation to the Resident. Any costs incurred to clean/repair your room (where it has not been left clean and tidy and in good repair) will be deducted from your damage deposit. This will be decided by the Registrar and/or the Accommodation Manager solely. These parties are the sole arbiter in the matter and the cost of any damage not due to fair wear and tear will be charged against your deposit before it is refunded. Residents will be notified of these deductions in writing.

2.11 Revocation of contract – Termination of Residence

The Letting can terminate by passage of time, or by revocation by the College for breach of the Letting Agreement or of these terms and conditions.

- **The letting shall be absolutely revoked forthwith in the case of a Resident not complying with the basic responsibilities of a Resident, as outlined in the Social Contract on page 4 of this booklet.**
- **Furthermore the office reserves the right to contact your university should your license to reside be revoked.**

In the case of a Resident breaking the social contract and being asked to leave, there is no obligation for their deposit or rent payments to be refunded.

2.12 Inspection prior to return of deposit

At the conclusion of your occupancy your room/the apartment will be inspected by the Accommodation Office, or their nominated representatives. These parties are the sole arbiter in the matter and the cost of any missing items or of any damage not due to fair wear and tear will be charged against your deposit before it is refunded.

2.13 Repairs and maintenance

Each Resident will be charged a €300.00 damage deposit. Repairs required in the room/apartment should be reported immediately to the Accommodation Office. In cases where damage is caused through negligence, or misuse, the person(s) responsible will be required to pay the cost of the repair. **If the person(s) responsible cannot be identified, the apartment in question will be levied with the cost of repairs.** The Registrar/Accommodation Office are the sole arbiters in the matter. Residents should not damage or remove the furniture, fixtures, fittings, appliances or articles from the room/apartment.

Residents must keep all furniture, fixtures and fittings in the premises in good and proper repair and replace such items of the same as may be broken or destroyed beyond normal wear and tear **with** items of equal value to the satisfaction of the Registrar and the Accommodation Manager. Residents may not remove or permit same to be removed from the room/apartment. Residents must keep the interior of the room/apartment in a clean and hygienic condition including all fixtures, fittings and installations and all drains and sanitary fittings, appliances and pipes free from blockage and not damage same and indemnify National College of Ireland against all claims arising out of the damage thereto.

Consumables, such as light bulbs, will be replaced by the Resident. (If the light bulb requires replacing within three weeks of moving in, the Accommodation Office will arrange for this to be replaced on completion of a maintenance report).

Any maintenance or repairs required should be reported in the Accommodation Office, through completion of a maintenance report.

2.14 Vandalism

The cost of any damage in the room/apartment caused by vandalism will be levied on the person(s) believed responsible. Where necessary, College disciplinary procedures will apply. In cases where those responsible cannot be identified the cost will be levied on all Residents residing in that apartment.

2.15 Residential Assistants

Residential assistants assist in administering the College Accommodation. The R.A. apartment and contact details will be given to you on arrival. An R.A. is on duty at all times and can be contacted through Security, for any reason. The residential assistants are directly responsible to the Accommodation Office for the good conduct and order and harmonious running of the Campus Accommodation. On a day-to-day basis, the R.A. reports to the Accommodation Officers. Residential assistants are the duly authorised representatives of the College and exercise authority in the absence of the Accommodation Officers.

2.16 Residence – Privacy and Security

Your room is private and may only be entered without your permission by authorised college staff and security in the performance of their duties. Staff member(s) will not enter a room without the consent of the Resident except as follows:

- 2.1 For inspections pertaining to disturbances or to fire, hygiene, discipline, safety and health regulations.
- 2.2 For repairs and routine maintenance.
- 2.3 For closing inspection of rooms.
- 2.4 Where there is a concern that an emergency exists including but not limited to fire, accidents, health and welfare of residents.
- 2.5 Where there is a concern that College policy is being violated.

Apartments should be kept locked when the apartment is unoccupied or when residents are asleep in their rooms.

2.17 Visitors

Every person other than a Resident in his or her apartment is a visitor while in any area of College Accommodation and as such is subject to the authority of the Accommodation Office. Visitors are required to leave private rooms and shared areas by 12:00 midnight from Monday through to Sunday, unless they are approved Overnight Guests. **A first offence shall carry a fine of €65.00. A second offence shall carry a fine of €130.00. A third offence may result in a revocation of the Letting Agreement.** Each Resident is responsible for the conduct of every visitor invited or permitted by him/her to be in his/her room/apartment and is liable for any fines attaching to such conduct or presence. Any visitor may be denied admission or removed from College Accommodation at any time.

2.18 Misconduct & Noise

All Residents will be held responsible for any misconduct in the rooms/apartments under their control. This will include the making of noise deemed to be excessive. Noise is excessive when sound can be clearly heard outside the room. The first offence shall carry a fine of €65.00. A second offence shall carry a fine of €130.00, and a third offence may result in the revocation of the Letting Agreement. Where the individual responsible cannot be identified, the apartment responsible will carry the fine.

2.19 Parties / Social gatherings

Social activity is a part of college life. We expect students to gather for social as well as academic activity within the College Accommodation. All social activity shall be conducted in ways that are consistent with the rules and regulations for Residents. **Safety, fire, noise, Smoking, alcohol and visitor policies should be observed at all times.** Residents must not permit college accommodation to be used other than for residential and academic purposes and in particular must not be involved in any horseplay, games or diversions in the Campus Accommodation.

2.20 Alterations

If you wish any alterations or additions of a permanent or substantial nature to be made in your rooms/apartment, either by yourself or by a third party you must first obtain permission from the Accommodation Office, who will decide whether the work may be done and, if so, by whom and at whose expense. All requests for action must be submitted to the Accommodation Office in advance and in writing. Generally substantial alterations/additions will not be acceded to.

2.21 Damage

You are forbidden:

- (a) To remove any bedding, soft furnishing or furniture out of any rooms.
- (b) To drive nails or drawing pins, etc. into the walls or woodwork; to affix any form of 'blue tac' or sticky tape to wallpaper or plaster, or otherwise to deface the room. Pictures must be hung from picture rails where these exist, or from proper picture hooks. Posters, bunting flags, etc. may be introduced into rooms only if frame holders are used.
- (c) To throw anything down the sink likely to block the drains. Tealeaves, hot fat, rice, macaroni are only some of the items, which have, on occasion, been found in the drains. 'Sink tidies' and dripping jars are supplied to all rooms. Fat should be allowed to harden before being wrapped up in paper and thrown in your refuse bin.
- (d) To cook in rooms. All cooking may only be undertaken in kitchens only.
- (e) To use chip pans and deep fat fryers.
- (f) To smoke in Campus Accommodation.

Any damage resulting from disregard of the above prohibitions must be paid for by the appropriate Residents.

Section Three

Code of Discipline Issues

3.1 Harassment

It is the College's intention to ensure that the College provides all members of its community with freedom from bullying and intimidation. Harassment can be intimidating, offensive and prejudicial to productive working environments and is indicative of a lack of respect for the person being harassed, undermines the person's position and may have an impact on all aspects of the individual's life. Any harassment or bullying may be the basis for a complaint and may be referred for action to the Accommodation Office. Harassment is defined as any act or conduct including spoken words, pictures or other materials including but not limited to the playing of loud music, if the action or conduct is unwelcome to the person and could reasonably be regarded as offensive, humiliating or intimidating on any of the following discriminatory grounds: marital status, family status, gender, sexual orientation, religious belief (or none), age, disability, race, colour, nationality or ethnic or national origin or membership of the traveller community.

3.2 Security

Each Resident will receive a key swipe card for access to the College Accommodation and his/her apartment and room. Residents are required to inform the Accommodation Manager upon loss of a key /swipe card. There will be a charge of €50.00 for the replacement of a key/ swipe card and re-keying of locks if necessary. The Resident must not under any circumstances part with the possession of any keys provided by the College or any security card furnished by the College for the purpose of gaining access to the College Accommodation, and to report any loss thereof immediately to the College, and to indemnify the College in respect of any replacements needed. A student identity card is issued to all student members on registration and must be produced on demand to any staff member or other persons authorised by the College. The provision of a false identification or failure to identify oneself satisfactorily is deemed a serious breach.

3.3 General Security

Residents are advised to remember the following points:

- (a) Lock your door at all times if you are out for any period of time, however brief.
- (b) Do not leave notes on your door indicating that you are out elsewhere in the building.
- (c) If you see anyone acting suspiciously politely ask him/her who he/she is and what he/she is doing there.
- (d) Report any incidents to your Residential Assistant, Security or Accommodation Office immediately.

3.4 Building Safety

For the safety of all Residents all external doors must be kept closed. Residents and their visitors must enter only via the front or main entrances. Other doors are for emergency use only. Windows are not to be used for access / egress. Residents must not allow people whom they do not know to enter any part of the Campus accommodation. Apartment and bedroom doors and windows must be locked when the Occupier is absent from the apartment, even if it will only be for a short time. Any Occupier who jeopardises the security of Campus Accommodation by leaving doors or windows open, entering or exiting via windows, propping open doors or letting in strangers, will be subject to a fine of €100 per incident and may face disciplinary action.

3.5 Fire prevention

Special instructions for escape in the event of fire are posted in all apartments. .

SMOKING, OR EVIDENCE OF SUCH, IS STRICTLY FORBIDDEN IN THE CAMPUS ACCOMMODATION.

Students or guests who wish to smoke must only do so outside the confines of Campus Accommodation.

A first offence shall carry a fine of €50.00. A second offence shall carry a fine of €100.00. A third offence shall result in the revocation of the Letting Agreement.

Fire alarm smoke detection systems are installed throughout Campus Accommodation. All Residents must acquaint themselves with the alternative fire escape routes adjacent to their rooms. All Residents will be briefed on fire safety on arrival as part of orientation and will be subject to unscheduled fire drills throughout their stay in Campus Accommodation.

Residents are to be bound by the rules and regulations and, in particular, all fire safety regulations for the safe and orderly management of Campus Accommodation as may from time to time be imposed by the College, and to obey all such rules and regulations and any amendments thereto. Furthermore Residents are required not to store or keep or permit to be kept any part of the room/apartments, any dangerous, combustible or unlawful substance or materials whatsoever, and report immediately the presence of such substances or materials to the Accommodation Office. Such materials include but are not limited to the following:

- (a) The burning of candles and/or incense is not permitted.
- (b) Appliances prohibited include possessing Deep Fat Fryers, Chip Pans, Halogen Lamps, Hotplates, Immersion Coil Heaters, Electric Frying Pans, Toaster Ovens, Space Heaters, Waterbeds, Firearms, Fireworks, Explosives, Weapons of any kind, Hazardous Chemicals, Gasoline, Propane Butane and any Motorised Vehicle of any kind.

Liability for repairs

Residents are liable to pay for the cost of the College carrying out repairs caused by fire if it is proven on investigation that the fire was started by negligence e.g. pots burning on cookers. Residents must make themselves familiar with the emergency procedures as outlined in each room/apartment.

Fire Equipment:

There is a fine of €150 for the following offences and in some cases, residents may have their Letting Agreement terminated:

- Fire Alarm: The unnecessary activation of the fire alarm is considered a serious act of vandalism.
- Fire Extinguishers: The unnecessary discharge of a fire extinguisher is considered a serious act of vandalism.
- Heat & Smoke Detectors: These are very sensitive. Interfering with or covering heat or smoke detectors is a serious offence and should this occur the resident is subject to a large fine.
- Door / Window Closers: It is an offence to prop or wedge doors / windows open, or to remove window resistors.
- Fire blanket: Please note that fire blankets are not reusable and should not be tampered with.

3.6 Electrical appliances, gas heaters, etc.

Residents may not introduce any additional electric wiring, gas piping or portable gas or paraffin heaters into your room/apartment or use any electrical apparatus consuming more than one half kilowatt, e.g. an electric kettle. **The use of un-fused adaptors is expressly prohibited.** The use of fused adaptors (rectangular dura plug type with 3/4 sockets) is permitted. Under no circumstances may more than one electrical appliance be wired to a single plug.

3.7 Illegal Drugs

Illegal drugs are treated as a very serious matter and will be treated as such. Drugs are not permitted in College Accommodation under any circumstances. If a Resident is found to be using/selling/buying or in possession of any illegal drugs, either in the units or around the residence/College, it will result in automatic expulsion from the College and Residents may be brought before a residential disciplinary committee. The College reserves the right to inform the civil authorities in this regard.

3.8 Alcohol

The Resident or his/her visitors are entitled to bring in, keep and consume alcoholic beverages, in the rooms/apartments. Excessive consumption of alcohol will not be tolerated. NO PARTIES are permitted on campus, and this is monitored by the accommodation staff, residential assistants and security. Consumption of Alcohol is not permitted in public areas.

Section Four

Hygiene

4.1 Cleaning

Residents are expected to maintain their individual room and shared areas in the apartments to a high standard of cleanliness. Cleaning materials are to be provided by the Residents themselves. All rooms and apartments will be inspected on a regular basis by the Accommodation Office or their representatives. Should an individual room fall below an acceptable level of cleanliness, contract cleaners will be instructed to provide a once-off cleaning service and the relevant Residents will be invoiced for the cost of this service. This must be payable on demand, and will not be taken from your deposit.

The cleaning of common areas (hallways, stairways etc. excluding the apartments) will be handled by the Facilities Manager.

The student must not throw or deposit or permit to be thrown or deposited dirt, rubbish, rags or other refuse in the room/apartment or any part thereof or in any part of the Campus Accommodation and must at all times make use of the central refuse area provided by the College. Failure to comply will result in a fine of €65.00.

4.2 Recycling

Recycling bins are provided in all apartments. Students are expected to adhere to the recycling rules and place all rubbish in appropriate bins. RA's will carry out apartment inspections on bins on a regular basis. **ALL BINS NEED TO BE EMPTIED ON FRIDAY EVENINGS WHEN PEOPLE ARE GOING HOME FOR THE WEEKEND!**

Each Apartment will be supplied with a colour coded bin.

GREEN BIN = Dry Mixed Recycle Materials (Plastic Bottles, Tetra Pack, Tin cans, Aluminium cans, Plastic wrapping, Papers, Magazines, News Print)

RED BIN = General Waste

BROWN BIN = Food/Compost Waste

You will also be supplied with clear plastic bags labelled with your apartment number for the red and green bins. It is important that you use the correct bag in each bin. Only clear bags will be accepted in the bins by the waste collection company. If you put a black bag in any of the bins, they will refuse to collect them.

For the brown bin you will be supplied with a separate decomposable bag. Again it is important to use the correct bag here, as the clear bags will not decompose with the waste.

When you run out of bags, you can collect another supply from the accommodation office during opening hours.

You will separate your waste in your apartment into the relevant bin. When you proceed to the basement to dispose of your waste you will again be met with colour coded bins. This will match with the colour coded bins in your apartment i.e. the **Red Bin** is for General Waste, the **Green bin** for Dry Recyclable Waste and the **Brown bin** for compostable waste. There will also be a large blue bin for bottles. There will be large bins located at the basement exit of each building. The bins will be labelled for your attention.

4.3 Animals

No animals, with the exception of guide dogs, are allowed in the Campus Accommodation.

4.4 Health and Welfare

Emergencies can sometimes arise because Residents have health problems that they do not wish to disclose to others. It is in the interest of a student to inform the Accommodation Office of any health problems (for example, asthma, epilepsy, diabetes, hearing/visual impairment), as fellow students need to know what to do in the event of an emergency.

4.5 Emergency

In the event of any emergency a Resident should contact the Residential Assistant on duty or Security. The contact numbers are:

- Security – 449 8686
- Residential Assistant – 086 8121648
- Doctor – 8290902 or Mobile (086) 813 2474
- Garda Siochana, Store Street Garda Station – 666 8000
- Accommodation Office – 449 8703 / 449 8704 / 4498 705

Section Five

General Issues

5.1 Cars

There is a public carpark in the grounds of the college and Residents wishing to use this should contact the Accommodation Office for tariffs.

5.2 Electricity

There will be a separate charge for electricity use.

5.3 Mail

Mail will be available at the residents' Accommodation Office where it will be sorted into the resident's pigeonholes, which are listed in alphabetical order under surnames.

5.4 Laundry

Laundry facilities will be provided in each apartment. No ironing facilities are currently available and Residents should supply their own ironing facilities.

5.5 Additional furniture

Cumbersome additional items of furniture may not be introduced into your rooms/apartments without permission from the Accommodation Office. Furniture may not be moved from one room to another. Furniture found on site will be removed.

5.6 Bicycles

The parking of bicycles in rooms or the hallways, staircase or landings of the Campus Accommodation is strictly forbidden and subject to an automatic penalty of €40.00. The College will remove any such bicycles and place them in the open areas. No responsibility will be accepted for subsequent loss. A bicycle rail is provided in the car park facility. Abandoned bicycles will be disposed of by the College without compensation.

5.7 Security staff

It is a College offence for a member of the student body, including Residents, not to properly identify himself or herself to a College officer or member of security when requested. For this purpose the College issues an identity card to all its students.

In an emergency or a difficulty arises in residences after office hours, security should be notified. The can be contacted on 01 4498 686.

5.8 Defects

Upon entering rooms you should, for your own protection, see that they are in good order and that you hold the correct keys. Any defects (stains and/or burns on carpet; damaged walls or furniture; evidence of damp; broken fire surrounds; broken or cracked window panes, etc.) should be reported in writing at once on the Inventory Form supplied. Failure to do this may result in you being charged with these defects on vacating rooms/apartments.

5.9 Roofs and attics

College roofs and attic spaces are out of bounds to all Residents. Where an access door to roofs or attic spaces is open, security should be notified.

5.10 Structural alterations, maintenance and repairs

(a) Vacant Possession

Unforeseen structural and/or maintenance difficulties may arise in College Accommodation from time to time, which may require vacant possession in order that the work may be carried out. Such cases are rare, and are only undertaken when no alternatives are available. Where possible, this work will be carried out when the room/apartment is vacated but on occasion a Resident may be required to move room/apartment at the request of the Accommodation Office and this is deemed to be specifically brought to your attention.

(b) Planned Improvement Projects

Planned decoration and renewals may from time to time be carried out in rooms/apartments. Residents will be given advance notice as early as possible. If the information is available at the time of allocation of rooms, students will be advised of the possibility of such decoration and renewals affecting the rooms being allocated to them. While work is carried out Residents, students may be required to move temporarily to alternative accommodation provided by the College and this is deemed to have been specifically brought to your attention.

5.11 Maintenance

Maintenance and repairs are carried out by the College on an ongoing basis throughout the year to attend to failures and defects.

5.12 Disturbance

In addition to the above, other building and maintenance work may take place in the general proximity of an apartment. While in all cases consideration will be given to minimising disturbance to Residents, there may be, because of the nature of the work involved, some unavoidable inconvenience including interruptions to the supply of power and water. The College cannot accept any liability for such disturbances and while it will try to minimise any inconvenience to Residents, it will not be liable for any claims arising there from.

5.13 Television

Free to view TV connection is included in the semester costing. Television connection cables can be arranged through the Accommodation Office. Television licences are the responsibility of the Residents. TV's are not supplied.

5.14 Data connection

Fill in the [Application for Internet Provision](#) form and [Acceptable Use Policy](#), which is provided by the Accommodation Office on check in.

Connections are done on Tuesdays and Thursdays only.

If you have any questions please contact IT Student Support on 01 4498 111 or dial ext 115 from any of the courtesy telephones in the college.

5.15 Inventory of residence apartments

Residents are asked to report to the Accommodation Manager if any of the items listed are missing when taking up residence. A full inventory check will be completed by the College prior to taking up residence by any students. The following is typical of the apartment furnishing:

FURNISHINGS - The following are provided by the College:

Per Living Room/Kitchen Area

1 Dining Table
Chairs (number varies with apartment size)
Kitchen Units
Fridge
1 Toaster
1 Kettle
1 Fire Blanket
1 Coffee Table
Couches (number varies with apartment size)
1 Cooker
1 Washing Machine
1 Intercom
1 Bucket and Mop
1 Dustpan and Brush
1 Sweeping Brush
Pans and Saucepans
Light shades
1 teapot
1 milk jug
1 sugar bowl

Per Living Room/Kitchen Area cont (Depending on Apt Size)

1 Appliance Manual

Crockery & cutlery: (6 cups, 6 large plates, 6 small plates, 6 bowls 6 teaspoons, 6 knives, 6 forks, 6 dessertspoons, 6 soup spoons, 1 tin opener, 1 bread knife, 1 ladle, 1 masher, 1 egg lifter, 1 strainer, 1 chopping board, 1 vegetable peeler, 1 sharp knife)

Per Resident

1 Bed and Mattress

1 Study Chair

1 Study Desk

1 Shelf Unit

1 Wardrobe

1 Duvet

1 Pillow

1 Study Lamp

1 Wicker Bin

1 Toilet Brush

1 Shower Curtain

5.16 Insurance / Security of apartment

Insurance charges of €27.50 per semester or €55 for a full term will be applied to all Residents. This insurance charge will be deducted from resident's deposits at the end of the term of residency.

College insurance does not cover theft from apartments. You are strongly advised to take out an "All Risks" insurance policy privately or to extend parents Householder policy to cover Residents property in apartments.

Section Six

Discipline of Resident Students

Fines and sanctions for breaches of the terms and conditions of the Resident's Conditions of Occupancy and Letting Agreement shall be imposed in accordance with the terms of this document and in conjunction with the code of discipline. The Registrar or Accommodation Manager may impose other fines and sanctions, as he/she feels in his/her sole opinion the circumstances require.

6.1 Damage/Disciplinary fines

Where breaches of the terms and conditions of the Resident's occupancy occur, fines shall be levied on the Residents in whose apartments such breaches occur. If visitors are involved the fine shall be levied in respect of each visitor. Each Resident can bring in one guest and is solely responsible for the behaviour of that guest while in the apartment.

The fines incurred by you during your period of residence will not be deducted from your deposit but must be paid separately. Only damage to property as those listed above will be deducted from your damage deposit. Disciplinary fines must be paid separately and directly to the Accommodation Office. Consequences of such fines can be very serious and must be carefully noted by each Resident. The fines attaching to breaches of the terms and conditions are listed below may be changed as conditions warrant from time to time.

Please note that any fine imposed shall be payable within one week from the date of calculation of such fine. Please also note that Security and/or the Accommodation Office may confiscate student cards, to be returned upon payment of the fine, or proof that the fine has been paid in full.

FINE STRUCTURE

OFFENCE	FINE
Failure to pay accounts by due date	€60.00
Issuing of new key / card	€50.00 or €25 if accompanied by a letter stamped by An Garda Síochána.
Overnight guests	€65 first offence, €130 for repeat offences
Vandalism	€65 first offence, €130 for repeat offences
Misconduct / Noise	€65 first offence, €130 for repeat offences
Building Security Offences <ul style="list-style-type: none">• Leaving doors / windows open• Entering or exiting through windows• Propping open doors or windows• Admitting strangers to building	€100
Smoking	€50 first offence, €100 for repeat offences
Tampering with fire Equipment	€150
Non compliance with hygiene regulations	€65.00

6.2 Offences

Criminal offences (including theft) may be referred to the civil authorities. Where damage is done to College property or private property on campus, full restitution shall normally be made.

Without prejudice to the foregoing, in the event of a serious breach of any of the terms and conditions of the Resident's Letting Agreement, the College may at its sole discretion revoke the Letting Agreement and the Resident shall vacate the premises on 12 hours notice without prejudice to any other rights accruing in favour of the College there under.

Resident who fail to comply with the above regulations will not be awarded, if in their final year, or receive results of examinations completed, if not in their final year, until any penalties/sanctions have been fully paid.

Section Seven

Residential Charges for Academic Year 2014/2015

7.1 Apartment Deposit

Every Resident granted a room in an apartment for the College terms standard tenure must pay a deposit of **€300.00** within a fortnight of their being granted, otherwise his/her right to apply to be allocated a room lapses. The deposit is returned when he/she vacates and has paid all outstanding charges and surrendered all keys and has complied with all terms hereof and contained in the Licence to Occupy. Insurance charges of €27.50 per semester or €55 for a full term will be applied to all Residents. This insurance charge will be deducted from resident's deposits at the end of the term of residency.

7.2 Costing

€2730 per semester, to be paid twice in the academic year 2014/2015. Alternatively the semester payment can be made in 3 instalments as outline in page 5 or in full at the beginning of the term.