

Dear International MA Student,

We are excited to know that you will be living with us in the Student Dormitories at the University of Haifa. Individual apartments in the dorms are same gender only. Room assignments will be made when you arrive to campus.

The following document details the rules and regulations of the dormitories. Please read the document through thoroughly and indicate your agreement by signing the contract on the last page. You must return the signed form along with the rest of your pre-arrival materials to the International School Admissions Office.

Admissions Office
International School
University of Haifa
199 Aba Khoushi
Haifa 3498838
Israel

We must have this signed contract on file before you are able to move into the dormitories.

When you arrive on campus, you will want to go directly to the main entrance of the dormitories (there is only one main entrance so you should have no difficulty finding it). The security guard at the gate will let one of the *Madrichim* (social activity coordinators) know that you have arrived and they will meet you in the dorms *Moadon* (clubhouse) where you will receive the following:

- Key to your dorm room,
- Linens,
- Health Insurance card.
- Welcome Packet: A schedule of activities happening throughout the weekend, and times and locations for the first day of the program.
- ID card: You must carry the ID card at all times in order to be allowed entrance to the dormitory complex.
- Check-in form: Must be completed when you arrive to your apartment and returned to the Dormitories Office within one day of your arrival.
- The arriving date was sent to you, The hours of arrival are 08:00-20:00.

If you have any questions before you arrive, please be in touch with the International School via e-mail at infograd@univ.haifa.ac.il. Once you arrive on campus, the dorms staff will be happy to assist you in any way that we can.

Hava Neamani
House Mother, Dormitories

Student Dormitories CONTRACT FOR RESIDENCY

Dormitory Regulations

- 1) The right to live in the dormitories is granted to one individual and is non-transferable.
- 2) Room changes are the discretion of the House Mother. Students are obliged to move according to her request.

General Policies

- 1) The University of Haifa and the Student Dormitories are not responsible for any personal belongings, valuables or money. Students bear sole responsibility for their property and are advised not to leave money or valuables in the room unattended.
- 2) Payment is made in advance of arrival through the International School billing. A \$200 deposit will be paid upon reserving the room through the International School. If you cancel the room reservation before September 1st, you will receive your deposit back. After September 1st, the deposit will be retained by the dormitories.
- 3) International students who decide to leave before the end of each month, will be charged for the entire month. Please inform the House Mother and the International School Admissions office in writing, of your departure date 15 days in advance. Therefore, we recommend letting us know by the 15th of the month of your plan to depart.
- 4) All students are required to have valid health insurance policies. The dormitory authorities are not responsible for any medical expenses incurred during your stay. Please, approach the international school office to arrange it.

House Mother's Instructions

- 1) Be sure you have received a set of two keys: an apartment key and a room key. Guard these keys during your period of residency; if you lose or fail to return the keys, you will be charged for them.
- 2) Be sure you have received an ID card. You must carry this ID card with you at all times throughout the semester for purposes of identification. The dormitory guard has the right to refuse entry to a person not carrying a card.
- 3) Be sure you have received the following bedding items: one pillow, one pillowcase, two sheets, and one blanket.
- 4) Students must inform the Madrichim immediately about any case of illness, injury, attack or medical emergency. After business hours, students should seek help from the Security Guard who will direct them to a qualified medic.
- 5) Students may not receive visitors between 1am-5am. One overnight guest is permitted with **advance permission** from the House Mother. The request must be made in person during the House Mother's office hours (Sun-Thu, 9am-2pm). Requests left in the House Mother's box, or made to the House Mother outside of office hours will not be granted. Dormitory residents will be allowed a limited number of overnight permission slips each month, and regular overnight guests are not permitted under any circumstances.
- 6) Inform both the House Mother and the International School if you plan to be away for several days.
- 7) The TV room and Moadon, computer rooms, and laundry rooms are open for your use. Opening hours are posted on the notice board.
- 8) Before you check-out, you must:

- i. Return your keys and bedding to the Dormitory office
 - ii. Clear the room of all personal belongings
 - iii. Clean your room and leave it as you found it at the beginning of the semester.
- Failing to follow check-out procedures may result in a fine.

- 9) A student who has already stayed in the dorms in the past and wishes to return as a guest should be aware that the Dormitory office is not obliged to reserve a specific room for him/her. Furthermore, a student who leaves the dorms and requests housing in the future must take into consideration rental fee changes. Therefore, upon his/her return this student might pay a higher rent than the sum he/she paid during his previous stay.

Communication with the Dormitories Office

- 1) The Dormitory staff members hold office hours every weekday for you to ask questions and receive assistance. Hours are posted on the door to the Dormitories' office.
- 2) In case of any type of emergency (medical, security, maintenance, etc.) after office hours, please contact the guard at the entrance to the dorms. The phone numbers for the guard are: 04-8240370 and 04-8240720. There is a security guard at the entrance to the dormitories 24-hours-a-day, seven days a week.
- 3) Each apartment has a mailbox outside of the Minimarket. Please be sure to check your mailbox every day to receive announcement and messages from the Dormitory staff.

Maintenance Instructions

- 1) Each student is responsible for notifying the maintenance office by e-mail (internet) of any damage to either the apartment or its contents or of any missing items. This should be done immediately when discovered, be it on moving in or during the course of your stay. Students failing to do this are liable to be charged for unreported damage or loss of dormitory property.
- 2) The following items should be found in each apartment. Please ensure all items are present, and report any missing items to the Dorms Office:

Federman/Shikma Dorms		Talia Dorms	
<u>In the Room:</u>	<u>In the apartment:</u>	<u>In the room:</u>	<u>In the apartment:</u>
2 wardrobe	1 broom	1 wardrobe	1 broom
2 beds	1 spongy stick	1 bed	1 spongy stick
2 mattresses	1 floor cloth	1 mattress	1 floor cloth
2 desks	1 bucket	1 desk	1 bucket
2 chairs	Garbage bin	1 chair	Garbage bin
Curtains	Toilet brush	Curtains	Toilet brush
Wastepaper basket	Fridge	Wastepaper basket	Fridge
Mirror	2 fluorescent tubes	Bathroom	Lights in kitchen
2 lights	4 chairs	Mirror	4 chairs
6 shelves	1 table	2 lights	2 tables
	1 gas stove	shelves	3 armchairs
			1 electric stove

- 3) **Cleanliness:** Residents are required to clean the room/apartment at least once a week. **Random cleanliness inspections will take place.** Apartments that are not properly maintained will be fined.
- 4) **Lights:** Fluorescent tubes and regular light bulbs will be replaced by the maintenance team wherever necessary. Residents are responsible for informing the office.
- 5) **Fridge:** The fridge-freezer must be completely disconnected and defrosted once every two months. Refrain from using sharp instruments for dislodging ice build-up. The fridge should then be thoroughly cleaned.
- 6) **Water:** Do not leave water running or taps dripping. Do not leave food remains or any kind of refuse in the sink. Please report blockages or dripping taps to the office. Remember: water is a scarce commodity in Israel.
- 7) **Electricity:** Please conserve electricity; do not leave the lights on or electric appliances running unnecessarily. Be mindful of the fact that Israeli students will be charged monthly for the shared electricity bill; for foreign students, the price is included in the housing fee.
- 8) **Central heating/hot water:** The radiators in each room are centrally controlled and will be turned on according to need/time of year. The use of electric radiators is prohibited - these will be confiscated where found. In the Talia dorm, water is heated by turning on the boiler (one in each apartment) about a half hour before it is needed. In the Federman Dorms hot water is available 24-hours-a-day.
- 9) Do not place items on the table such as toasters, which may damage the surface. Also, do not cut food directly on the table surface.
- 10) Do not write on the walls or furniture. Nails must not be used and you may not use tape or glue to attach items to the walls. You may only hang items on the cork boards provided.
- 11) Routine check-ups will ensure compliance with these instructions. If residents are found to have ignored these regulations, the Dorm Manager will be notified, and the student may be obliged to leave the dorms.
- 12) Students will be held responsible and charged for any damage discovered and deemed the result of negligence or vandalism.
- 13) Maintenance emergencies (e.g. electricity, flooding, blocked drains, lost keys, etc.) occurring between 3 pm – 8 am should be reported to the Security Guard on duty who will activate standby maintenance team.
- 14) The laundry rooms are located in the Federman building on the 4-th. Floor and in the Talia buildings 100, 200, 300, and 800. The laundry rooms are open 24 hours 7 days a week. You may use a credit card or Israeli shekels.

Prohibited Behaviors

Students violating the following policies will be called before the Disciplinary Committee and may be asked to leave the dormitories. The following behaviors are strictly prohibited:

- 1) Throwing garbage out anywhere other than the garbage bins.
- 2) Moving or transferring furniture or any other equipment in the room or apartment without the explicit permission of the House Mother.
- 3) Changing or adding locks to apartment doors without the explicit permission of the House Mother.
- 4) Repairing any broken equipment, electricity, water, gas or any sort of maintenance problem, regardless of any past experience. Please report such problems to the Dorms Office immediately by e-mail (internet).

- 5) Damaging any equipment, furniture of any part of the dormitory. All the residents of an apartment will be held responsible for any damage to and within the apartment, unless the responsible party comes forward.
- 6) The use of nails, glue or tape to attach items to the walls.
- 7) Keeping a pet or animal of any sort.
- 8) The possession, use, distribution or sale of alcohol, drugs, or other forbidden substances. Such activities will be immediately reported to the police.
- 9) Sharing your Dorms ID card with another individual is forbidden.
- 10) According to the law, It is forbidden to smoke in all the rooms in the dorms.

Personal Responsibilities

Students are required to:

1. Maintain cleanliness in the room and apartment as described in the Maintenance Instructions section of the contract. Routine inspections will occur. Failure to maintain cleanliness will result in a fine and/or removal from the Dormitories.
2. **The fine can include but are not limited to:**
 - a. Unclean room - 50-100 NIS
 - b. Missing equipment in the room – based on value of missing item
 - c. Lost or unreturned key - 25 NIS.
3. Observe quiet hours and avoid disturbing other students between **2-4 pm** and between **11 pm-7am**.
4. Check the notice board on a daily basis and follow security instructions.



**Student Dormitories
International MA
Contract for Residence**

Please retain a copy of your contract, and return this page with your signature to:

Admissions Office
International School
University of Haifa
199 Aba Khoushi
Haifa 3498838
Israel

I hereby declare that I have read and understood the regulations and instructions detailed in the Student Dormitories Contract for Residence, and agree to adhere to them during the period of my residency.

Full name _____ Signature _____

Date _____ Passport/Social Security # _____