

Occupancy Agreement

All residents are reminded that whilst studying/residing at Harlow Campus, they are ambassadors of Memorial University of Newfoundland and therefore are expected to conduct themselves in a professional and decent manner at all times. By signing this occupancy agreement, all residents agree that their conduct while at Harlow will be governed by the Memorial University of Newfoundland Student Code of Conduct, which can be found at <https://www.mun.ca/student/student-supports-and-services/respectful-campus-community/student-code-of-conduct/> and Harlow Campus, MUN (UK) LTD, Housing Regulations, which can be found at http://www.mun.ca/harlow/Forms/Harlow_Housing_Regulations_NOV21.pdf

1. Conditions of Occupancy

- 1.1 Upon arrival, all residents must complete a registration card and medical form. If there are any changes to your information including leaving date, next of kin details, home address or personal contact details, you must inform the General Manager, Harlow Campus immediately.
- 1.2 You hereby agree to pay all fees as they become due.
- 1.3 If you are absent from campus overnight for any reason you must notify the General Manager and provide them with your travel details, accommodation details, a contact telephone number (if available) and the nights you will be away from campus.
- 1.4 Refunds will not be provided for group bookings unless in exceptional circumstances. For all other bookings, you agree to provide two weeks' notice of an intention to leave residence or pay the equivalent cost.
- 1.5 Residents will be given appropriate keys or swipe cards, and in the event of lost or damaged keys or swipe cards, you agree that you will be responsible for the cost of lock changes and swipe card replacements. For details of a lost key please refer to Harlow Damage Deposit Policy. For lost swipe card a fee of £2.00 will be charged for lost, stolen or damaged swipe cards.
- 1.6 You agree to observe all Harlow Campus Housing Regulations and to take full responsibility for the actions of all your visitors and guests and inform them of all rules and regulations concerning the Harlow Campus, MUN (UK) LTD, Housing Regulations.
- 1.7 You agree to take all necessary precautions to ensure that the residence room and/or its contents are not subject to damage.

- 1.8 You acknowledge that Harlow Campus employees and/or external contractors, have the right to enter, in accordance with the Policy on Entering Residence Rooms/Apartments – Harlow Campus.
- 1.9 Upon departure, you must vacate your room by 12.00pm (midday), and leave the room clear of rubbish and personal belongings.
- 1.10 All personal property placed in the residence or in any storerooms in the residence provided for that purpose shall be the sole risk of the owner of such property. Harlow Campus – MUN (UK) Ltd will not be responsible for any damage or loss to such personal property from any cause whatsoever. All residents should carry personal property insurance to cover any possible losses by theft or damage.
- 1.11 You agree to accept financial responsibility for any damage that may occur to your room and/or its contents caused by you or your guests and that any charges or fines not paid prior to your leaving the Harlow Campus will be added to your account with the University in accordance with the damage deposit fee
http://www.mun.ca/harlow/study/Damage_Deposit_NOV21.pdf
 (Please ensure that you check your room on arrival, any damages found must be reported to the General Manager within 2 hours of your arrival)

In signing this Occupancy Agreement, I fully understand that failure to comply with any of the above terms and conditions may result in my being asked to leave the Campus.

I also understand that my actions could result in disciplinary proceedings being taken by the University Code of Conduct office or Harlow Campus Management.

I formally discharge and release the Harlow Campus – MUN (UK) Ltd from any responsibility for providing security for my person or my possessions or that of my guests and visitors while I am a resident at Harlow Campus.

I hereby authorise the Manager of the Harlow Campus – MUN (UK) Ltd to contact my next of kin as recorded on my registration card, in the event of serious illness or injury.

Student signature **Student Name** **Date**

Witness signature **Witness Name** **Date**

Approval Date: 2021-11-08
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