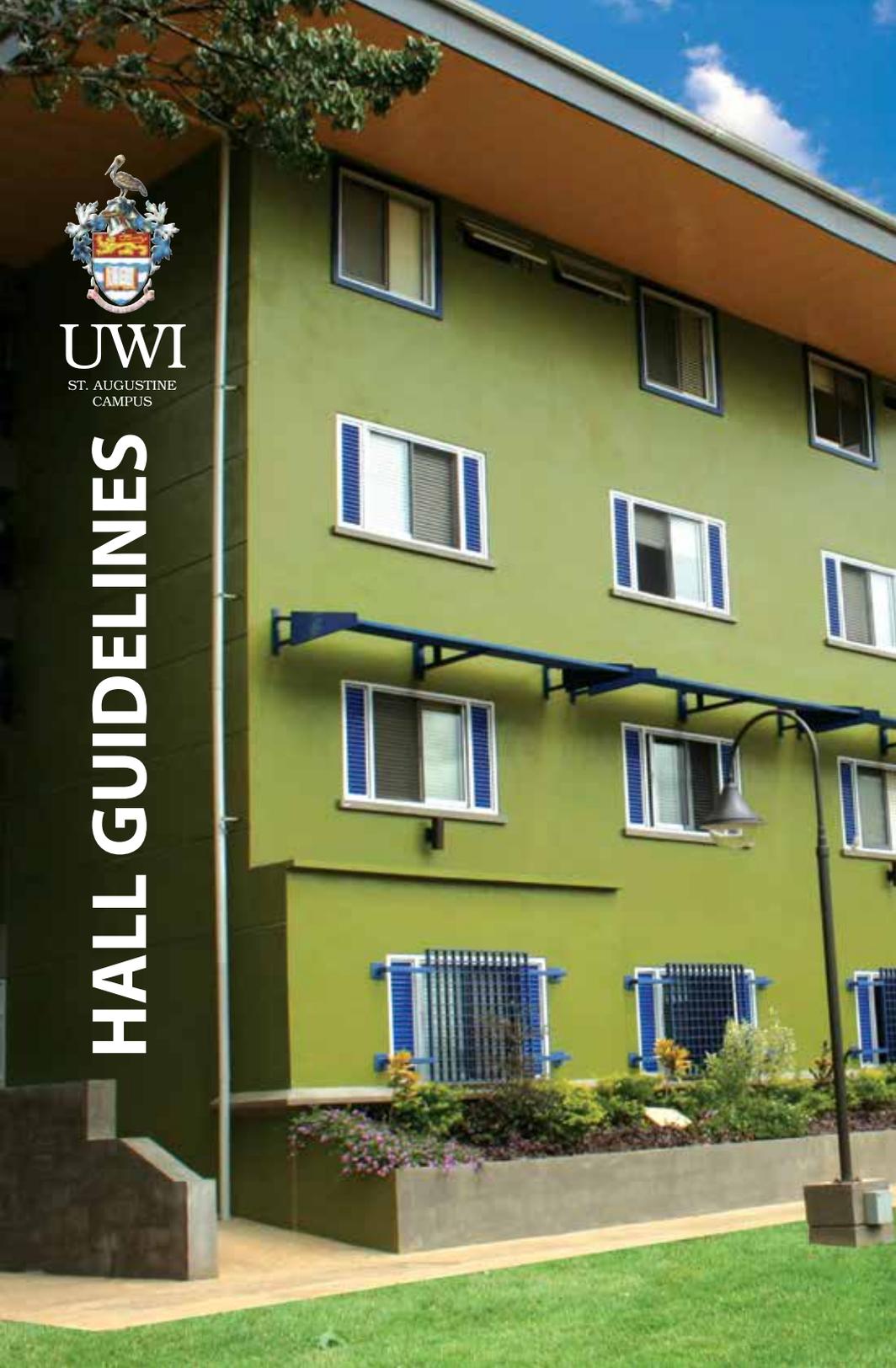




UWI

ST. AUGUSTINE
CAMPUS

HALL GUIDELINES



MISSION STATEMENT

The mission of the UWI Halls of Residence is to provide a secure and comfortable learning environment, which facilitates academic success as well as the growth and development of all residents through the promotion of diversity appreciation, social interaction, civic responsibility and a better awareness of our unique Caribbean space.

VALUES AND PRINCIPLES

- University housing is designed to foster academic development through strategic positioning which facilitates access to administrative and academic staff, university facilities, as well as numerous other campus activities that can enrich the students' University experience.
- Holistic development of the student is encouraged through social programmes, student governance, student employment, student-staff collaboration and community interaction.
- An appreciation of diversity is taught and promoted; all forms of bigotry are challenged. The rights of all individuals are respected.
- We seek to share our distinctive island culture and wider Caribbean culture with all regional and international visitors.

The UWI Halls of Residence are academic communities in which all persons share responsibility for the community's growth and continued welfare.

RIGHTS AND RESPONSIBILITIES TO STUDENTS

All resident students are entitled to the following:

1. The right to freedom from discrimination.
2. To have accurate information regarding Housing policies procedures and requirements.
3. The right to live in a clean building and room.
4. The right to expect that one's personal belongings will be respected.
5. The right to read and study without undue interference.
6. The right to reasonable levels of security
7. The right of access to facilities which are essential for academic and physical well being such as kitchen facilities, laundry facilities and computer labs.
8. The right to be heard, as long as this is exercised responsibly.
9. The right to fair and impartial treatment.
10. The freedom of inquiry, expression and association.
11. The right to participate in student hall government.



RIGHTS AND RESPONSIBILITIES OF STUDENTS

The following are expected from all resident students:

1. To comply with the laws of the land (Trinidad and Tobago).
2. To read and familiarize themselves and comply with the Hall Code of Conduct and the University Code of Principles and Responsibilities for Students.
3. To read and familiarize themselves and comply with the Hall Guidelines and Housing Contract.
4. To promote the safety of all residents by locking doors, monitoring one's visitors, acting responsibly and reporting suspicious or dangerous developments.
5. To be respectful of the rights of others in the community.
6. To notify staff members of concerns and cooperate with them to find solutions.
7. To report all criminal and disciplinary sanctions that occur, even after acceptance to the Hall of Residence. This includes academic sanctions such as being required to withdraw or any other form of UWI disciplinary procedure.
8. To treat the property of the UWI with care and to report any damage to equipment or machinery in need of repair.

Dear Resident,

We welcome you to the UWI St. Augustine Halls of Residence. Please take the time to read this handbook. It is of paramount importance that you understand all these guidelines. They will assist you in settling into Hall life and they will guide you as to what is expected of you by Hall Management. The Hall's Management Team and Staff offer dedicated service and wish you all happiness and success during your stay with us.



The Hall Guidelines should be used in conjunction with the Hall Code of Conduct and the UWI Code of Principles and Responsibilities for Students.

1. ROOM OCCUPANCY

- All bedrooms are designed for single/double occupancy only. There must be **no sharing or sub - letting of rooms**. The registered occupants should **NOT** exchange rooms without permission from the Hall Supervisor.
- Each resident **MUST** sign the Hall Register on entering at the commencement of the Academic Year. Each resident **MUST** also sign out and return all keys when vacating the premises.
- A resident is required to notify the Hall Management in writing of his/her absence from the Hall for periods greater than one (1) night during the Semester.
- The resident shall vacate The University's Hall of Residence by the date stipulated on the Hall Agreement. If the student wishes to extend his/her stay he/she must apply to the Hall Manager in writing, receive permission to remain for the vacation or part thereof and pay the appropriate Hall fees. In case of students intending to do summer courses, proof of registration for said courses, must be presented within fourteen (14) days from the beginning of the course.
- Students wishing to take up residence before the official start of the semester must seek permission from Hall Management. Such students will be charged for the additional period.
- All Rules and Regulations of the University must be honoured during the period of occupancy.

2. RELINQUISHMENT OF TENANCY

- If a resident wishes to relinquish his/her room before the expiry date of the Agreement, two (2) weeks notice of such action must be given to Hall Management.
- If a resident wishes to relinquish his/her tenancy, the following guide for refund of Hall fees paid will apply:
 - If duration of stay on Hall was one (1) week or part thereof, the resident will be refunded Hall fees paid minus charges for the period spent on Hall.
 - In cases where fees have been paid for the academic year, if duration of stay on Hall is greater than one (1) week but not more than one (1) semester, the resident will be refunded the fees paid for one semester only.
 - If duration of stay on Hall is greater than one (1) semester, the resident will not be refunded any of the Hall fees paid.

3. CREDIT OR REFUND

- No credit or refund will be granted for any time spent away from the Hall of Residence during the academic year. For exceptions see 5 and 6.

4. TRANSFER

- The University reserves the right to transfer a resident from one room to another or to another Hall.

5. ABSENCE FROM HALL

- If a resident is absent from Hall through illness for more than half of any Semester, the Hall Manager with evidence of formal approval of a Leave of Absence from Admissions may refund him/her part of any fees paid.

6. DISMISSAL/REQUIRED TO WITHDRAW

- Students who voluntarily withdraw, or are required to withdraw from the University, must also relinquish their tenancy on the Halls.
- In such cases, he/she may be refunded a prorated amount of all fees paid, at the discretion of Hall Management.



7. QUIET TIME

- Each Hall has diverse Hall activities and a peculiar culture and therefore, has periods designated as **Quiet Time**, during which **NO NOISE** will be tolerated from residents or their guests.

8. HALL FEES

- Hall Fees must be paid in advance at the beginning of each **Academic Year or the beginning of the relevant semester, within two (2) days of occupancy**. The bank deposit copy obtained as a result of payment of these fees must be immediately presented to the Hall Supervisor for verification of payment and for Hall records.
- The Accountant, Students Section at the Bursary in cooperation with Hall Management will be responsible for any special arrangement regarding Hall Fees.
- Rebates shall be considered as per Hall Agreement, unless other arrangements have been made and approved by the Hall Management.
- **Where a resident has not paid for a room after one (1) month of occupancy, The University will give the said resident notice in writing to vacate his/ her room.**
- Residents with Boarding Grants or scholarships should ensure that the portion of fees for which they are responsible is paid.
- Failure to pay Hall fees will result in a financial hold being placed on the student's account.

9. RESERVATION FEE/CAUTION DEPOSIT

- The sum of **\$500.00** (Trinidad & Tobago Currency) or **\$840.00** in the case of Joyce Gibson - Inniss Hall, is required as a reservation fee for a room in the Hall. Payment must be made in advance accompanied with the Hall of Residence Application Form and should be submitted directly to the Student Advisory Services Department of the University to be forwarded to the Hall Office.
- Once in residence, the Reservation Fee will be converted to a Caution Deposit. Failure to take up residence will result in the loss of the Reservation Fee.
- After relinquishing tenancy students may apply through the Hall Office for return of the Caution Deposit.
- Rooms will be inspected and if necessary charges may accrue to the student's account depending on the state of the room.
- Any charges against the student's account will be deducted from the Caution Deposit.

10. FURNISHINGS

- The property on all the Halls of Residence must be treated with care. The furnishings of the Halls, the common rooms and laundry rooms are to be kept in good condition. The grounds should also be kept clean. The Hall must maintain a clean and sanitary appearance at all times, residents should not engage in destructive behaviour (See Hall Code of Conduct).
- Any damage identified can result in student(s) being held responsible and charged an appropriate fine.
- All inventory forms/cards are to be completed, signed and returned to the Hall Supervisors' Office **within two (2) days of occupancy**.
- No furnishings shall be removed from within the confines of the Hall without the prior approval of the Hall Management. Any furnishing moved from one place to another within the Hall must be returned to its original location immediately after use.
- The Common Rooms and the Computer Rooms must remain clean at all times. Storage and dumping of boxes and garbage are not allowed in these areas. There should be absolutely **NO EATING or DRINKING** in the computer rooms.
- The riding of bicycles, skateboards or roller skates through walkways/hallways and corridors of the Hall is not permitted.
- Placement of furniture at the emergency exits is strictly prohibited.



11. PETS

- Pets are **NOT** allowed on any of the Halls.

12. SANITATION

- You are fully responsible for the cleaning of your rooms and disposal of personal garbage in designated disposal areas.
- Items found in the corridors/hallways/common areas of the Hall will be disposed of immediately.
- Personal items should not be stored in the common rooms/corridors in the Hall. All personal items must be secured in your rooms at all times.
- All food items and garbage must be removed from the common room tables and disposed of by the residents.
- Books and notes should not be left on the tables unsecured, and must always be stored neatly to allow for cleaning.
- Clothing (i.e. towels, shirts, pants, socks, etc.) must not be hung on the banisters or left on the tables and benches in the common rooms in the Hall.
- The laundry area must be used for all washing, airing and drying of clothes.
- Clothing should not be left in washing machines or dryers.
- Cleaners are responsible for the general cleaning of common areas such as bathrooms, common rooms and kitchens.



13. LINENS

- The resident is responsible for supplying his/her bed linen, towels and pillow(s).
- Mattresses should not be used without coverings.
- If a mattress is found damaged, this should be reported. If the mattress is damaged by the occupant of the room an appropriate fee for its replacement would be charged.

14. KITCHEN

- Residents are responsible for the daily upkeep of kitchens after use.
- Residents are responsible for cleaning of the food storage cupboards, stoves, microwaves, refrigerators, countertops and sinks.
- You are also responsible for **lining** the kitchen garbage bins, and disposing of your garbage in the designated disposal area. Garbage bins must remain covered at all times.
- Students pay a kitchen fee and the Hall supplies cleaning equipment materials and cooking gas.
- All residents must accept shared responsibility for cleaning of kitchens. All students are expected to follow the roster prepared by Resident Assistants and Block Representatives.
- Visitors are not allowed to use the kitchen facilities.

15. GUESTS

- All residents must sign their guest(s) in and out using the guest register located at the Porter's station. This is a mandatory safety/security requirement.
- The resident is held responsible for the actions of his/her guests.
- All visitors are required to present some form of identification to the Porter before entry and write down their legitimate name in the register book.
- Visiting hours are from **7:00a.m. to 1:00a.m.**
- **OVERNIGHT GUESTS ARE NOT ALLOWED.** Students will be charged the daily rate for any overnight guests. Continued infringements will result in the onset of disciplinary proceedings under the Hall Code of Conduct.

16. RIGHTS OF ENTRY

- The University reserves the right for all its authorised employees or agents to enter the room of the resident at any reasonable time for the purpose of maintenance, and repairs. In emergencies, rooms may be entered at any time. When a security matter is being investigated, the room will not be entered in the absence of the resident, save and except in extraordinary circumstances.
- The Hall Supervisor shall from time to time inspect the buildings and rooms for inventory purposes.

17. REPAIRS

- If a problem should arise with respect to repairs, maintenance etc., it should be recorded in the complaints book kept at the Porter's station.

18. ILLNESS

- The University of the West Indies Health Centre, St. Augustine Campus (Telephone 662-2002 Ext. 2152) will attend to residents during regular working hours: Monday to Friday 8:30a.m. to 7:00p.m. and on Saturdays from 9:00a.m. to 1:00p.m.
- Through the Student Health Insurance Scheme, a resident may access medical attention at any of the following facilities:
 - The Eric Williams Medical Sciences Complex, Mt. Hope
 - The St. Augustine Private Hospital, St. Augustine
 - Medical Associates Hospital, St. Joseph. from the Bursary (662-2002 Ext: 82143).
- All instances of major illness must be reported to the Resident Assistant (RA) or Porter on duty as soon as possible. He/she will report to Hall Management.

19. KEYS

- When signing out of Hall for vacation periods or any other period of time, you must return your key to the Hall Porter on duty.
- Failure to return the key will result in a fine.
- Residents are required to immediately report the loss of room keys to the Hall Supervisor. The cost of replacement must be borne by the student.
- Making a duplicate of any key is strictly prohibited.

20. SECURITY OF PROPERTY

- The University will not be responsible for the safe-keeping of the personal property of the resident or his/her guests. The Halls are not responsible for any items lost or stolen.

21. ALCOHOL

- The University policy regarding the consumption of alcohol will apply.

22. SMOKING

- Smoking will **NOT** be permitted within the confines of the Hall. This is to say that **NO** smoking is allowed in any of the buildings making up the Hall or on the grounds.

23. APPLIANCES

- The use of fans, computers and CD players are **ONLY** permitted in the rooms. Personal air-condition units, hot plates, barbecue pits, cookers, microwave ovens and gas ring stoves are not allowed in the rooms. Cooking is permitted in the kitchens **ONLY**.
- Residents are advised to use a surge protector to protect electrical appliances used in the rooms.
- The University will not accept liability for damage to electrical appliances and equipment.
- No changes or additions may be made to the wiring or electrical fixtures in any room without the approval of the Hall Management.
- No extension cords may be used in the hallways from outlets in rooms.
- Ironing on beds is **NOT** permitted.

24. LAUNDRY

- Residents are advised to check the quality of water before placing clothes (especially whites) for washing in the machines. The University will not accept liability for damage to clothes due to poor water quality.
- Residents are advised to sort clothes before washing.
- Washing machines and dryers must not be over loaded. Select wash loads according to small, medium or large. Clothes must be evenly placed in the washer to prevent strain on the motor.
- All laundered clothes must be removed from the laundry area immediately.
- Laundry facilities that are located adjacent to living quarters should not be used during QT (Quiet time).
- The washing facilities are provided for residents of the Hall **ONLY**. Anyone found doing laundry for a non resident will be fined.
- Shoes, bags or pillows should not be washed in the washing machine.
- Clothing with metal trimmings/attachments should not be washed or dried in washing machine and dryer.



25. CABLE

- Neither Cable nor Direct TV attachments/units are allowed in students' rooms.
- The Halls offer the basic cable package in all common rooms.
- Requests for special packages/arrangements will not be entertained.

26. HALL STAFF

- All Hall personnel must be treated with respect and courtesy. Gross or repeated insolence to a member of staff may result in disciplinary action.

27. DAMAGE TO UNIVERSITY PROPERTY

- The resident is responsible for his/her room (furniture and fittings) and must deliver the room and its contents in the same condition in which it was received.
- The resident will be responsible for the cost of all repairs and/or replacement of any University property that was damaged.
- The resident will also be charged for any extensive cleaning made necessary because of the condition the room was left in.

28. PLAYING OF SPORTS AND OUTDOOR GAMES

- The playing of sports and outdoor games including football (soccer) and cricket is permitted only in specifically designated areas.

29. FIRE ALARMS

- As soon as the fire alarm sounds you should make your way to the nearest fire exit and proceed outside the building to the assembly point. Fire notices will be posted. Please read this notice and familiarise yourself with the fire exits, locations of extinguishers, and assembly points. Staff members will inform you when it is safe to re-enter the building.

30. FIRE EXTINGUISHERS

- It is a mandatory requirement that each floor on each block has a fire extinguisher. If the fire extinguisher on your floor goes missing or is tampered with please inform Hall Administration immediately. In instances where an extinguisher has been deliberately tampered with, residents on that floor will be charged for the replacement.

31. HALL DISCIPLINE

- All students should familiarize themselves with the policies and procedures contained in the Hall Code of Conduct. The Code of Conduct is the University's policy regarding non-academic discipline of students.
- The primary purpose for the Code in the University setting is to respond to incidents of non-academic misconduct in a way that is developmentally sound and which creates an environment in which all members of the academic community can live, work, and learn together. The Code is designed to provide guidance to those wishing to develop into good citizens and, at the same time, to respond appropriately to behaviour that may be inconsistent with University policies.

32. FINALLY.....

Enjoy your stay with us! And remember, to ensure you are not charged for additional cleaning, you should ensure the following when you vacate your room:

- All personal belongings are removed
- Rubbish bins, desks, drawers and wardrobes are emptied
- The floor is swept and cleaned
- Posters, pins, tacks, adhesive material etc. are removed from walls and pins and paper removed from the notice board.
- All furniture and other fixtures are cleaned.







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