

**Ross University School of Veterinary Medicine**  
**Campus Living Residences Handbook**  
**Academic Year 2018-2019**

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The Campus Living Residences link within the Ross University School of Veterinary Medicine (RUSVM) web site has additional information.

*Web site:*

<http://veterinary.rossu.edu/life-in-st-kitts/housing.html>

***Housing Office:***

*869-465-4161, Ext. 4011300 or 4011303*

*Tegreman Hall 111*

## 1. Introduction

In addition to the *Ross University School of Veterinary Medicine Student Handbook*, this *Campus Living Residences Handbook* has been prepared to provide you with information that will be helpful to you while you are living in our campus housing. We recommend that you familiarize yourself with this information at the beginning of your stay and visit this for reference throughout the semester.

### **Ross University School of Veterinary Medicine Campus Living Residences Mission**

The Campus Living Residences program at Ross University School of Veterinary Medicine is designed to contribute to the educational experience through a community living environment. Services, programs, and activities are provided in order to enhance the out-of-class experiences of students.

Consistent with the mission of Ross University School of Veterinary Medicine, the Campus Living Residences program is developed to support the student academic experience. Therefore, the Housing Staff is committed to the following:

- To provide an environment in the RUSVM Campus Living Residences conducive to pursuing academic objectives and interests.
- To promote an environment for students that gives them a place of privacy and allows them to feel a sense of their own territory.
- To create an environment that will encourage freedom of action and self-expression within the limits of responsibility.
- To identify areas of student interest and to initiate and facilitate alternative educational and social programs which complement those offered in the academic domain.
- To serve as a source of referral and information for services and assistance needed beyond the scope of Housing.
- To support RUSVM policy and to evaluate rules, policies and regulations, advocating change when necessary.

Because of our diverse backgrounds and experiences, we each bring a special offering to the Campus Living Residences community, and it is very important that we treat one another with respect and appreciation. It is up to each of us to ensure that individual rights of fellow students are honored

and that the common good of the community is protected. On that note, enjoy your stay on campus at Ross University and please let the Housing staff know if we may be of assistance to you!

As part of its dedication to making educational opportunities available to a diverse range of students, RUSVM is committed to ensuring that qualified students with disabilities are afforded reasonable accommodations (see section 12.5 of the RUSVM Student Handbook for more information on how to request accommodations at RUSVM).

## 2. Campus Living Policies & Procedures

### Rates & Fees

Current **per semester** rates (in USD) for rooms are set at:

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Current **per semester** rates\* (in USD) for rooms are set at:

- **Efficiency, single occupancy**                      **\$4,235/sem. per resident** or (\$1,059/mo)
- **Two bedroom, double occupancy**              **\$3,203/sem. per resident** or (\$801/mo)
- **Two bedroom, as a couple**                      **\$6,292/sem. per couple** or (\$1,573/mo)  
(Limited availability)
- **Three bedroom, triple occupancy**              **\$2,934/sem. per resident** or (\$734/mo)  
(Very limited availability)

\*A portion of the cost of rent per semester is applied toward electrical usage. A surcharge may be added if electrical costs increase in St. Kitts.

### Room Damage Deposit

The resident agrees to be liable for damage or other loss incurred to the building, room, furniture, and/or equipment that is not the result of ordinary wear and tear. Residents agree to pay a Room Damage Deposit of \$250 USD. This will be reimbursed (within 30 days of room inspection) minus any charges from damages to the room or room unit or furnishings or any additional room related charges (i.e., a key that is not returned, improper check-out, or a cleaning assessment). The liability of the resident under this Section is not limited to the amount of the Room Damage Deposit. Such liability is unlimited.

## **Withdrawal from the University & Refunds for Housing**

Liability in the following percentages per student, per semester rates shall apply in respect of early withdrawal from the University or campus housing:

### Schedule of Room Charge Liability

Week 1	20%
Week 2	40%
Week 3	60%
Week 4	70%
Week 5	80%
Week 6	90%
After Week 6	100%

### ***Withdrawal due to Illness or Emergency***

In the case of a prolonged illness or an emergency that requires a resident to withdraw from the university, a substantiating statement from the attending physician or approval of the Associate Dean of Students may be required in order to receive refunds or credits for room fees that will be prorated on a weekly basis from the date of official withdrawal.

### **Termination of the Room Agreement by the Resident**

Outside of medical circumstances and approval of the Associate Dean of Students, no refund will be issued to a student or resident of a room or room unit when the occupant(s) decide(s) to check out of RUSVM Campus Living Residences and the student remains enrolled in classes for the semester.

### **Termination of the Room Agreement by the University**

The University reserves the right to terminate the Room Agreement under the following circumstances; in all of these circumstances, the room charges for the semester will not be refunded:

- A resident violates any rules or regulations listed in or referred to in the *Room Agreement*; *the RUSVM Student Handbook*, or the *Campus Living Residences Handbook*, or in any other official University publication at RUSVM
- A resident fail to comply with any portion of this agreement.
- A resident has any unpaid charges from a previous Room Agreement at RUSVM.

## **Check In/Check Out**

Students are given an opportunity to assess the condition of the room before he or she settles into the unit by completing the Room Condition Report (RCR) upon check-in. The RCR should accurately reflect the condition of the room or room at the start of occupancy and will be used in evaluating any responsibility for the condition to the room or room or its furnishings at the end of the occupancy. Students should contact Housing staff if there are concerns regarding the stated condition of the room. The room will be inspected when the student departs from it, and students may be held responsible for any damages or missing items.

### **Check Out Procedures**

- 1) Return furniture to original location in the room.
- 2) Thoroughly clean the room.
- 3) Remove all personal belongings from the room.
- 4) Make an appointment with Housing staff at least 24 hours in advance to turn in your key in person and complete your Room Condition Report.

Students planning to check out before the end of a normal semester must contact the Housing Department before departure. Failure to complete the above steps may result in an improper check-out fee of \$50 USD in addition to a missing key fee (if appropriate).

### **Check-in and Check-out Dates for September 2018**

Check-in (as early as)	3pm on Friday August 24 <sup>th</sup> , 2018
Check-out (no later than)	Noon on Saturday December 15 <sup>th</sup> , 2018

### **Check-in and Check-out Dates for January 2019**

Check-in (as early as)	3pm on Friday December 28 <sup>th</sup> , 2018
Check-out (no later than)	Noon on Saturday April 20 <sup>th</sup> , 2019

### **Check-in and Check-out Dates for May 2019**

Check-in (as early as)	3pm on Friday April 26 <sup>th</sup> , 2019
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Check-out (no later than)

Noon on Saturday August 17<sup>th</sup>, 2019

### **Housing during Vacation Break Periods**

With an incoming class of students moving into campus housing prior to the start of each semester, it is discouraged and normally not allowed for residents to stay past the announced check out date for each term. Students who have received approval to reside in a room or room for part of or all of a vacation should be aware that there is limited Housing staff available during these periods, and campus and Department services are limited. Students are encouraged to take extra precautions to protect their security. Room doors should be locked 24 hours a day, whether or not the room is occupied.

### **On-Campus Room Agreement**

Terms and conditions are agreed to at the time the application for housing is completed. A copy of the agreement is available in the Housing Department and also online at:

<http://www.rossu.edu/veterinary-school/housing/documents/3CampusLivingApartmentAgreement.pdf>

It is in this service contract that the terms are detailed for both the student and university. Each student should be familiar with its contents and review a copy of it.

### **Room Application Procedure**

Room applications for the next academic semester are made available online to new incoming students during an application period prior to the start of each new semester. When more applications are anticipated than there are rooms available, a priority system is established to determine which students will be offered rooms first. Priority is given based on application date and special circumstances. Students supplying false information on the application, whether intentional or unintentional, and on which room assignments are based, will be subject to being reassigned or having their agreements cancelled at the discretion of the Housing staff. Supplying correct lifestyle information (i.e., smoking or drinking) is particularly important. All decisions of the University as to priority for rooms shall be final.

### **Room Change Procedure**

- Requests for room changes will not be accepted until after the first full week of classes of each semester. Before requesting a room change, students are encouraged to discuss other alternatives with their roommates (where applicable) and Housing staff.

- Residents initiate the room change process by contacting the Housing Department. Students will, at that time, receive specific instructions on how to proceed with their room change requests.
- Residents may not change rooms without first receiving permission from the Housing Department. Persons moving without permission may be subject to disciplinary action and fines, and may be required to move back to their original rooms.

### **Room Decorating**

Residents are encouraged to decorate with minimum permanent impact on the condition of the room. To hang posters, it is recommended that remountable squares, distributed by 3M, be used. There are also remountable hooks available from 3M. Residents will be responsible for any adhesive residue left on surfaces. At no time should screws, nails or similar hanging devices be used to hang or mount objects anywhere in the room or on the doors. Do not hang or mount shelves, lights, permanent type hooks, towel rods, or similar objects on any surface.

Residents' rooms are painted by university personnel on a regular basis. Rooms are not to be painted by residents.

### **Room Furniture**

Occupants are responsible for all the university-owned furniture in their rooms. Room furniture provided by the university may not be removed from the room. There is no storage space for this furniture elsewhere in the Campus Living Residences. Free standing lofts are not allowed to be built or used on campus. Please do not bring furniture from lounges into your room.

### **Room Keys – Lost Keys**

The university owns each room key distributed to residents, and it is not within the privileges of residents to duplicate a room key or loan it to another person. Room keys reported lost or missing will result in the University changing the lock on the room door. Report lost keys to the Housing Department. The charge for a lost key is \$50.00 USD. Every attempt will be made to change the lock and supply new keys within 24 hours upon the University receiving notification of the lost or missing key. If the lost key is found and returned after the lock has been changed, a refund of \$10 USD will be made. When the lock core is changed, the new key(s) will be available for pickup at the Housing Department.

### **LOCK OUTS**

**If you are locked out of your room**, please contact the Safety & Security Officer on-duty or the Housing Department in Tegreman 111 for immediate assistance. You will need to show identification to the Security Officer.

Residents should always carry their room keys and lock their room doors whenever leaving. Lost or stolen keys should be reported to the Housing Department immediately. Stolen keys should also be reported to Housing Department & the Safety and Security Department.

### **Room Repair**

To repair broken or unusable articles and equipment, students will need to create a school dude work order (an account will be created for each student at the start of each semester) or contact the Housing Department if it is an emergency. The Campus Living Residences has an in-house plumber and electrician who will perform the needed repairs.

### **Room Use**

Residents may not assign, sublet, or alter any part of the room including fixtures and fittings. In addition, the rooms or property may not be used as anything other than a dwelling for the assigned occupants (see guest policy) and not for trade or business.

## **Code of Conduct, Policies and Sanctions**

Students are responsible for the “Code of Conduct” as printed in the *Ross University School of Veterinary Medicine Student Handbook*. Students may access the handbook at:

<http://veterinary.rossu.edu/content/dam/dmi/veterinary/documents/3%20RUSVM%20Student%20Handbook%20March%2016%202017.pdf>

In addition to the code of conduct set forth in the *Student Handbook*, students living in the RUSVM Campus Living Residences are responsible for the following information:

### **Behavioral Expectations of Students**

As a student at the university you are expected to:

- Show respect for your professional colleagues and other persons with whom you are living.
- Show respect for the physical facilities in which you live, and do nothing to intentionally destroy or harm them.



- Respect the rights of others to sleep and study, and keep noise down such that it will not disturb others.
- Keep your living environment clean and free of significant obstructions that may be considered a fire or health hazard.
- Be aware of how your behavior affects others living around you.
- Accept the consequences of your behavior if you violate policies.
- Abide by the local and university laws pertaining to alcohol and drugs. Should you choose to use alcohol, it is an expectation that you do so responsibly and within the parameters of the alcohol policy, causing harm to neither yourself nor others.
- Exert a positive influence on your environment, taking an active interest in and responsibility for what happens around you.

In addition to the Code of Conduct and behavior expectations above, there are other rules that pertain to students living on campus. Students could be subject to sanctions if found responsible for actions such as:

- Illegal possession, use, distribution or sale of controlled substances and illegal drugs;
- Knowingly assenting to or condoning the violation of university policy;
- Violation of the policy prohibiting the movement of public area furniture and other hall equipment to student rooms;
- Unauthorized removal of university furniture from rooms;
- Throwing items out of room windows;
- Violation of the policy prohibiting animals in university buildings;
- Unauthorized storage of bicycles inside buildings (bicycles may be kept inside rooms but may not ever block hallways or stairwells, or be stored in common spaces such as study lounges);
- Unauthorized room changes;
- Violations of visitation and guest policies;
- Removal of window screens or tampering with security/storm shutters or tampering with door locks;
- Illegal entry into student rooms or unauthorized areas of university property;
- Excessive dirtiness of common areas or student rooms;
- Supplying false information on university or Housing Departmental forms, or to university staff;
- Failure to follow emergency procedures including evacuation during a fire alarm;

- Use of emergency or restricted access doors;
- Failure to show proper identification to university staff when requested.

## **Rules and Regulations**

### **Alcohol**

Alcoholic beverages are only allowed in student rooms and not in hallways, common spaces or elsewhere in or near the buildings or on campus. Beer kegs or other alcohol, served in large quantities (i.e., party balls, punch bowls, and garbage cans) are not permissible in the student rooms or elsewhere on campus.

### **Antennas/Satellite Dishes**

No antennas or satellite dishes or other devices may be attached on the outside of a room or mounted on the roof. Additionally, no alterations or additions to the inside of the rooms may be made.

### **Room Assignment, Room Change by the Housing Department**

To maintain an efficient operation of the rooms, the Housing Department maintains the right to assign or reassign students to rooms when and where necessary. Any room changes during the semester without the prior approval of the Housing Department are prohibited.

### **Room Cleanliness**

Periodic, announced safety inspections may be made by Housing staff in the rooms. These inspections will serve to ensure a reasonable standard of safety, cleanliness and maintenance. There are some cleaning materials available for students in designated closets in each building.

If the university determines that a room is unclean or unsanitary, upon written request by the university, the student(s) are to return the room to a sanitary condition within 24 hours.

### **Room Doors and Windows/Screens**

The Housing staff retains the right to remove objectionable, offensive, or excessive signs or materials from room public areas, including the outside of room doors or ask students to remove similar material from room windows when facing out for the public to see. Window screens are not to be removed at any time. Removal of window screens, unless it is an emergency may result in disciplinary action.

### **Gatherings**

It is expected that all room gatherings (involving larger groups of people) will be approved by Housing staff ahead of time. The following guidelines are expected for gatherings:

- a) Gatherings cannot be “open” parties for anyone, or advertised in any manner that at random invites a large number of people to a room party.
- b) Invited guests cannot exceed a reasonable number that would be safe and comfortable in that room.
- c) The door of the room is to be shut for the duration of the party. Any music may be at a reasonably moderate level for the duration of the party. No noise or music is permitted that disturbs neighbors in or outside of the room.
- d) Residents must comply with the policies regarding possession, use, and distribution of alcoholic beverages. No beer kegs or other liquors served in large quantities (i.e., punch bowls, party balls) are permissible. These containers will be confiscated by university personnel. Upon completion of disciplinary proceedings, the containers will be returned to the student or disposed of, at the discretion of university officials.
- e) Residents of the room are responsible for the behavior of their guests in the room, building(s), and on the grounds of the campus. No guests are allowed to loiter in the hallway or other common areas or on campus without your escort. See the guest overnight policy later in this handbook for additional information.
- f) If the level of noise and/or participation becomes a problem, university personnel will intervene at their discretion.

### **Assault, Verbal Abuse and Harassment**

Verbal abuse that may cause another person humiliation or stress, or which is threatening or carries with it intention to do bodily harm, is prohibited.

Acts of violence or threats of violence, verbal or physical sexual harassment, and sexual assault also are prohibited in the rooms. This includes as well any form of harassment or abuse using telephones or computer equipment. Refer to the “Code of Conduct “section of the *Student Handbook* for specific information on sexual assault and harassment policies and procedures of the university.

### **Basketball Court**

Please note that the basketball court adjacent to the new Preparatory School was primarily built for the use of the Prep school children. The University asks that you refrain from using the court Monday through Friday from 7:30am to 5:00pm, so that the children are able to utilize it. Ross students are welcome to use the court anytime after 5:00pm during the week, and anytime on the weekends.

## **Bikes**

Neither bikes nor any motorized vehicles can be stored outside on railings near walkways, or inside hallways, stairwells or public areas. Non-motorized bikes may be kept inside individual room units as a student desires. Please be mindful not to track dirt and mud onto steps and hallways floors.

## **Common Area Damages**

We encourage residents to create a community where personal and community responsibility are upheld and respected. In our community, residents are responsible for any loss or damage to the furniture, furnishings, equipment, buildings, or grounds of the university, whether caused by the resident or that resident's personal guests through their careless, accidental, or intentional conduct. Excessive dirtiness in hallways or floor lounges also could result in cleaning charges.

## **Common Area/Study Lounge Use**

Common spaces are available for study and socializing and are open to all students in the RUSVM Community as follows:

1. ***Vet Prep & 1<sup>st</sup> semester students*** – study lounges are accessible all semester, whether or not the student resides at the Campus Living Residences
2. ***2<sup>nd</sup> through 7<sup>th</sup> semester students*** – study lounges are accessible until week 10 of the semester.

On occasion, these areas may be reserved and used as meeting space by student groups. Students may request use of these areas by contacting the Housing Department well in advance of the needed date. Reservation of these areas is required before an announced use of these spaces can take place.

## **Electrical Appliances and Cooking Equipment**

Due to electrical requirements and safety precautions, some electrical appliances and equipment are strictly prohibited. These include, but are not limited to:

*\*Halogen lamps, \*Extension cords, \*Octopus outlets*

Appliances may not have frayed cords, bent prongs, or be plugged into multiple or “octopus” outlets. It is required that residents use UL-approved power strips, with their own fuses or circuit breakers. It will help protect sensitive electronic equipment from damage due to power outages or surges which can be common on the island. It is suggested that students bring with them a 6 ft. length or longer power strip. The University will not be liable for destruction or damage caused to your property by power outages or power surges.

## **Elevators**

The use of building service elevators may be limited to university personnel only. Tampering with elevators or their controls is prohibited. Typically, no activity in or near the elevators may occur other than their normal operation.

## **Entrance Door Security**

Outside entrance doors or any other doors providing locked security to a common area may never be put in, or left in, a propped-open position. Designated emergency exit doors are restricted to use only during emergencies.

## **Entry in Rooms**

The university's right to enter or search a room will be exercised with discretion. Authorized university personnel, before entering a room, should knock, announce themselves, and then enter.

**Room Entry.** If possible, a reasonable effort will be made to have the occupant(s) present during necessary entry into resident rooms. Authorized agents and personnel of the University reserve the right to enter rooms at any time for the purposes of:

- A. Maintenance, cleaning, or physical improvement of the room. When possible, the resident(s) of a room will be given prior notice of prescheduled work;
- B. Inspection for health or safety;
- C. Violations of University regulations;
- D. Emergency or disruptive situations (which include, but are not limited to, loud music, telephone ringing, or an alarm sounding) or situations that endanger the safety or welfare of residents.

Evidence of violations of university regulations that is in plain sight during a room entry is not considered part of a room search and can be dealt with as an infraction of the Code of Conduct at Ross University.

The university's right to search personal property in a room, building, or property on campus will be exercised with discretion. Authorized university personnel, when under the belief that a rule violation is taking place, will attempt to notify an occupant that a search of his/her property is necessary. With appropriate authority, a search may occur of a room under the following conditions:

- A. There must be reasonable suspicion that occupants of a specific room have in their possession articles, or are in the process of committing acts, that are in violation of federal laws or University rules or regulations.

- B. Authorization for a room search must be obtained from the Dean or his/her designee. Such investigation is restricted to those individuals specifically designated by the above named.
- C. The University will make an effort to have one or all of the inhabitants present during the search and inform the inhabitants as to the reasons for that search.
- D. Articles that represent illegal possession or violation of law or university regulations may be confiscated and not returned until necessary disciplinary action and/or safety measures have been completed.

### **Firearms**

Firearms, including guns, paint guns, toy models, etc., are not allowed on campus property.

### **Fireworks**

Fireworks in any form are not allowed within the halls or on the university grounds. Students found guilty of possession, use, or sale of firecrackers or fireworks may be subject to severe disciplinary action, and may include eviction from the Campus Living Residences.

### **Guests**

Only the resident(s) of a room unit is/are allowed to occupy the assigned room; however; from time to time, you may wish to have family or friends visit. If you wish to have an overnight guest, discuss it, when applicable, with your roommate first, and then contact the Housing Department or a Housing staff member to complete the Guest Approval form and to facilitate security access on campus. Not more than two guests may stay up to 16 days per semester. If a resident wishes to request an exception to this policy, the Housing Manager may be contacted.

### **Short Term Visitors.**

- **Short term visitor badges are valid until midnight only.**
- Complete "*Student Visitors to Campus Request*" form and submit to **Security Services for approval** (signed and stamped).
- The student host will proceed and meet the visitor at the Main Gate or East Gate and submit the form with stamp of approval to security.
- After verification of the form and the short term visitor's identity, a short term ID badge will be issued subject to the visitors being accompanied by the resident host.
- The form will be handed back to the visitor and the visitor's personal ID document will be retained by security while on campus.
- The visitor's personal ID document will be handed back to the visitor in exchange for the visitor badge on departure.

- Overnight stays (beyond midnight) must follow the Long Term Visitors procedure outlined below.

### **Long Term Visitors.**

- After completing the “*Guest Approval*” form in the Housing Department (at least one business days ahead of time), if approved, the Housing Department will send an email confirmation with visitor’s name, period of visit and access level required to Security Services.
- Access levels will be assigned. Expiry date will be pasted on back of the ID badge
- The RUSVM member receiving the visitor will collect the long term visitor badge from Security Services located next to Rituals as the Student Union and sign long term visitor log.
- Alternatively, an arrangement can be made to have the badge available for collection at the Main Gate or East Gate if a long term visitor is expected to arrive after-hours or during the weekend.
- “Long Term Visitor” badges make provision for multiple-entries and have expiry dates on the back and will be retrieved by the security officer on the date of expiry.
- Only expat visitors (persons not residing in the Federation) will qualify as overnight (long term) Campus Living guests and will be approved by the Housing Department. Off-Campus students, local nationals and students affiliated with other universities in the Federation will therefore not qualify as overnight Campus Living guests, since they already have residence in St. Kitts.

### **Hallway or Common Area Activity**

The throwing, kicking, or hitting of objects indoors is not permitted. Personal injury, noise disruption, and damage to property are often the consequence of such activity.

### **Illegal Entry**

Since each resident’s room serves as a personal room or home, non-occupants of the room should not enter without one of the residents acting as a host. In addition, residents and guests are not to enter unauthorized or restricted areas of campus.

### **Incense**

The use of incense is prohibited.

### **Internet & Telephones**

Campus extensions may be dialed from your room. To dial to the States, Canada or Puerto Rico,

dial 8-1-Area Code and Number. Please note that you are not allowed to make local calls to cell phones or landlines using your room phone. Your room extension and VoIP number are provided on your handset; please let us know if yours does not have this information.

Voicemail: To retrieve your voicemail:

1. Press "Messages Key" on phone.
2. Enter your password and press #. Default password is 2580852

Problems with your room phone or your Internet? Please contact the IT Dept. directly by calling campus ext. 401-1111 (IT Help Line) or emailing IT at: [skitsupport@rossvet.edu.kn](mailto:skitsupport@rossvet.edu.kn)

## **Laundry**

Laundry services at the Campus Living Residences are currently free of charge to students residing here. Be considerate and remove your clothes promptly. Tip: set timer on your microwave. Check to be sure that the dryer is not on the low setting if you want your clothes to dry fully.

Report any problems with machines to the Housing Department in Tegreman 111.

## **Lifesaving Devices**

Because of the importance placed on lifesaving devices (which include but are not limited to fire extinguishers, fire alarm boxes, elevators and their alarms, exit signs, and smoke/heat detectors), tampering with them constitutes a violation of safety standards in Campus Living Residences and is prohibited. Behavior that results in the activation of a fire alarm system is prohibited and may result in disciplinary action.

## **Noise and Music**

Please bear in mind the wide range of home environments from which we all come. Each resident's personal habits and expectations will differ, so your tolerance of different lifestyles is essential. This can especially be true of noise levels. If you have problems with noise, we encourage you to speak to your neighbors, as they may not be aware that they are disturbing your privacy unless you tell them. If you are still unable to resolve a conflict, Housing staff will be happy to assist you. Amplified music or announcements may not be directed outdoors from room windows.

## **Parking**

Residents of the Campus Living Residences need to register their vehicles with Safety & Security. Other than designated unloading areas, parking is limited to staff and personnel in the circle drive



area. Residents will need to park their vehicles in designated spaces on the west and east end of campus.

### **Personal Identification**

Ross University School of Veterinary Medicine students and residents are expected to carry their student ID card at all times. It is the only acceptable form of personal identification when identification is requested by Housing staff or other University personnel. Failure to produce the RUSVM identification card upon request by a university staff member may result in detainment until one can be located. Non-RUSVM student guests or visitors in the rooms may produce a current driver's license or state or federally issued ID. A visitor's permit is required by all visitors. Individuals who are unable to provide adequate identification may be asked to leave.

### **Animals**

We are currently conducting a Campus Living Pet Friendly Pilot Program where new incoming students with ONE pet ONLY are allowed to live on-campus. Please stop by the Housing Office or send an email to [astrau@rossvet.edu.kn](mailto:astrau@rossvet.edu.kn) for more information on this.

### **Postings and Bulletin Boards**

Individuals or organizations interested in posting flyers or announcements in the Campus Living Residences must submit those materials to the Housing Department. The Housing staff will take the responsibility for posting them within 48 hours unless otherwise indicated.

#### ***Specific Policies***

1. Priority will be given to officially recognized student organizations.
2. All postings or announcements must be confined to bulletin boards or other designated locations approved by Campus Living staff.
3. Postings cannot obstruct or interfere with fire or life safety equipment. This includes exit signs, fire extinguishers, smoke detectors, stairwells, or fire alarm pull stations.
4. Postings cannot be placed on entrance doors or windows of the Campus Living Residences.

### **Quiet Hours**

Courtesy, respect, and consideration for others are expected 24 hours a day. Designated quiet hours Sunday through Thursday are from 9 p.m. until 10 a.m. Quiet hours on Friday and Saturday evenings begin at midnight and go until 10 a.m. Courtesy hours occur 24/7.

## **Restricted Areas**

For safety and security reasons, there are areas of university property that are restricted from admission to or use without prior approval. These areas in the Campus Living Residences include, but are not limited to, mechanical rooms, elevator shafts, rooftops, wall ledges, circuit breaker panels, and storage rooms.

## **Smoke-free Environment**

All indoor space in the Campus Living Residences is designated as smoke-free. No one may smoke anywhere in the buildings. Violation of this policy may result in disciplinary sanctions, including possible removal from the Campus Living Residences. Residents who wish to smoke must use only the designated smoking area located at the picnic tables between Woods and Cleghorn Halls. Please use the ash trays/urns that are provided to dispose of unlit cigarette butts.

## **Solicitation**

The following policy statement outlines regulations for solicitation within the Campus Living Residences. All individuals who either enter or live in the Campus Living Residences are subject to this policy statement. Public area lounges, meeting rooms, lobbies and entrance ways cannot be used for solicitation or sales unless sponsored by a recognized student organization and approved by the Housing Department.

Sale of items or services or solicitation of funds is not permitted on building floors.

- a) No individual or group may go door-to-door to solicit.
- b) No sales-oriented programs or seminars may be hosted in any room.
- c) Printed materials or literature may not be left under or near the doors of students' rooms.

Only the following exceptions will be considered:

- a) Programs or projects sponsored by a recognized group or committee that has prior approval from the Housing Department.
- b) Funds may be collected for charitable or educational purposes for limited periods of time only if prior approval has been received from the Housing Department. Fund-raising activities may be limited to a specific area.
- c) Printed literature and materials pertaining directly to campus activities, Departments, services, and organizations can be left in the Housing Department for display at a designated area.

## **Trash**

Residents are responsible for the regular removal of trash from their rooms and the disposal of their trash in the designated trash room in each building. Trash should be discarded regularly and should not be left in the hallways/corridors or any of the common areas.

### **Vandalism**

Any destruction or damage to university or personal property due to pranks or any unintentional or intentional behavior may result in responsibility for full remuneration for that property and will subject the individual(s) to disciplinary action.

### **Waterbeds**

Waterbeds or any variation thereof are unauthorized furniture and may not be used without prior approval from the Housing Department.

### **Weapons**

The possession, use, or sale of explosives, firearms, knives, ammunition, slingshots, stun guns, or the like, are not permitted on campus.

## **3. Safety, Security & Emergency Procedures**

### **Building Hours**

All buildings are locked 24/7. All students have 24-hour access to their own Campus Living buildings and their individual units. When main entrance doors are locked, residents will need to use their student ID access card to enter. Please do not allow unknown persons to follow you or “tail-gate” into the building.

### **Safety & Security Department Personnel**

For the personal safety of students and to provide a secure environment in the rooms, there is a security presence established. Safety and Security Department personnel will be stationed on the east side of campus (Campus Living Residences area) **24 hours/seven days/week.**

If requested, all residents living in the Campus Living Residences must produce their RUSVM ID cards and present them to the Safety and Security personnel to verify occupancy in the rooms. For maximum safety and security, students must not prop open doors.

While in the Campus Living Residences, residents and guests are expected to have their IDs in their possessions at all times. Please remember that the host is responsible for the actions of the guest, including any vandalism or policy violations.

## Property Loss and Insurance

Each resident is encouraged to carry personal property insurance. The university cannot assume responsibility for the destruction, theft, or loss of money, valuables, or other property belonging to, or in the custody of, the resident for any cause whatsoever, regardless of whether such losses occur from the resident's room or public areas.

## Theft

Here are some ways to protect you from theft:

- Lock your room whenever you leave it. Your door should also be locked upon retiring, whether for an afternoon nap or for the night.
- Never leave wallets, purses, loose money, checkbooks, credit cards, identification cards, keys, etc., in the open or unattended. Maintain an accurate, updated inventory of all personal belongings. Mark your belongings and record serial numbers for stereos, TVs, cameras, bicycles, VCRs, computers, CD players, and other valuables.
- Bicycles should always be locked using a U-bolt-type lock. Bicycles left in the corridors, stairwells, or lounges present a safety hazard and may be removed.
- Report suspicious people who you may encounter on your floor or hall by contacting Campus Living staff or Safety and Security personnel.
- Window screens need to remain in the designated place at all times.
- When moving into or out of the Campus Living Residences, don't leave personal or university property unattended in your room or the hallway, as such, property is at such times particularly vulnerable to theft.
- Don't leave clothes unattended in the laundry rooms.
- Books, backpacks, and other personal items should not be left unattended in any public areas.

Additional Tips for on and off campus:

1. Please do not take large amounts of money on your person when you are away from home. Only take the amounts that you require to spend on any trip away from home.
2. Do not leave large sums of money in your homes. Remember the ATM is accessible, both on campus and in town.

3. Please use your deadbolt locks at your residence. They are there for a purpose.
4. Do not leave keys or small items at your residence in positions/locations where they can be fished from your windows.
5. When parking your vehicles at nights, make sure that you do not leave anything in the vehicle. Some vehicles trunks can be opened from the inside of the vehicle. Don't leave anything in the trunks.
6. In the case of being out shopping at malls or elsewhere, make sure that nothing is left in your vehicles that are visible to persons passing.
7. Get a photo copy of your Insurance papers and your vehicle registration. Keep the photo copy in your vehicle pocket in case you are stopped and it is requested by the police. Keep the originals at home.
8. If you are requested to stop by an unmarked vehicle while in dark or deserted areas, please drive until you reach a lighted area or an area where there are other people. Just drive slowly and not necessarily in an evasive manner.
9. If involved in incidents, please contact our Safety and Security emergency number **465-6161 immediately**. This number is a 24 X 7 number. You do not pose a bother when contacting them. RUSVM is always here to assist you.

If a theft should occur, immediately contact Campus Living staff and Safety and Security.

## **Room Safety and Emergency Procedures**

### **Responsibility for Personal Safety**

While Ross University can assume no responsibility for risks associated with participation in programs or activities, the university attempts to provide a safe environment for its students. It is rare when residents have been injured while participating in program-related activities, yet none of us are immune to injury in the course of our daily lives, work, play, or field of study. Residents should conduct themselves with due and reasonable care in their actions. Resident status creates no special relationship between the resident and the university, and the university is not a custodian of the safety of residents.

### **Blood-Borne Pathogens**

All residents should be aware of the threat of disease caused by pathogenic micro-organisms present in human blood and bodily fluids. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV). Blood-soaked materials, needles, bodily fluids and contaminated surfaces are examples of possible contamination. Residents are strongly cautioned to remove themselves from potential exposure, and should contact Housing staff or Safety and

Security personnel and wait for a medical professional or university employee with proper protection to clean up such items or areas. Residents who regularly use prescribed medication by injection should acquire and use a container for proper disposal of needles. Contact Student Health Services on campus for containers or for any questions you may have with this.

## **Fire Hazards and Prevention**

Many factors contribute to fires starting in rooms and in buildings. Residents should be familiar with them and correct hazardous situations.

### **Hazards in Students' Rooms:**

**Decorations.** Fish nets, parachutes, sheets, and other flammable items may not be hung loosely where they could spread fire. Do not hang items from the ceiling or cover light bulbs and fixtures.

**Electrical Abuse.** Use of an electrical “octopus” to obtain a maximum number of outlets can result in the overload of circuits and fire. Extension cords are a major factor in room fires, therefore they are not allowed in the rooms. It is required that students use UL-approved power strips, with their own fuses or circuit breakers. It will help protect sensitive electronic equipment from damage due to power outages or surges which can be common on the island. It is suggested that students bring these with them (6 ft. or longer is recommended). Halogen lamps are also forbidden due to their risk of starting fires.

**Appliances.** Popcorn poppers, coffeemakers, George Foreman grills, etc., must be attended. They should be unplugged after use and not stored until they are cool enough to touch. Appliances may overload the circuits and must be used with extreme caution.

**Open Flames.** Burning candles, open flames, and open flame devices are not permitted in the rooms or public areas.

**Flammable Liquids.** Gasoline, ether, paint, glue, etc., must not be stored in Campus Living buildings.

**Obstacles.** Storage of bicycles, chairs, desks and other items in exit ways, hallways, and public areas is prohibited.

## **Holiday Decorating Policy**

Our Campus Living Residences communities need to have some levels of precautions taken to safeguard them against fire hazards, and consequently, personal harm. The following policies related to decorating outline minimum standards. The Housing Department may implement other standards.

1. Fire alarm pull stations, fire extinguisher cabinets, smoke detectors, fire sprinkler system equipment, exit signs and windows in the exit door must not be covered. Exit doors cannot be blocked.
2. No painting is allowed directly on the walls, floors, or ceilings.
3. Decorative lights must be low wattage.
4. Other flammable objects, such as leaves or branches, are prohibited.

### **Room Smoke Detectors**

A smoke detector has been installed in each room. These detectors are designed to detect heavy smoke, which is indicative of fire. These smoke detectors are not connected to the general hall alarm system and the general alarm for the building will not sound unless the smoke travels outside of the individual room to the hallway. If a fire occurs, the pull station in the hallway must be pulled down to activate the alarm system and to initiate evacuation.

Once the room smoke detector is activated, it cannot be silenced until the air in the room is cleared. The horn on the detector can normally be silenced by opening the room window. The room smoke detector is powered electrically and has a back-up battery in case of power failure. Under no circumstances may this detector be modified, covered, or tampered with.

If there is smoke in your room, do not prop your door open, as this may cause the fire alarm to sound throughout the building.

## **4. Important Telephone Numbers**

(Campus extension numbers are four digits and may be dialed direct on campus. To call on-campus from off-campus, dial 465-4161 and the extension number.)

<b>Emergency</b>	<b>Phone</b>	<b>Cell Phone</b>
<b>Ambulance and Police</b>	<b>8-911</b>	
Fire	465-2515 ext. 333	
Police Basseterre	465-2241	
Police Frigate Bay	465-6899	
<b>ROSS SECURITY HOTLINE</b>	<b>465-6161</b>	<b>762-6161</b>
Ross University Main	465-4161	
Safety & Security Main Gate	4011333	
Director of Security-Albert du Plessis	4011191	662-2812
<b>RESIDENT ADVISOR ON-CALL</b>		<b>662-4695</b>

**Housing Staff**

Housing Manager-Adele Straun	4011303	662-7071
Asst. Manager (Campus Living)-Dereka Thompson	4011303	662-7085
Asst. Manager (Housing Generalist)-Andrea Liburd	4011300	662-8386
Housing Support Coordinator-Colleen Govia	4011181	

**Campus Quick List**

Ross University	465-4161	
Dean's Office	4011102	
Student Engagement & Professional Standards Specialist-Jeff Fazio		4011159
Student Experience Specialist/Bursar-Isha Webster		4011302

**IT Help Desk (phone & Internet)**

	<b>4011111</b>
Anatomy Lab	4011152
Clinic	4011145
Financial Aid	4011176
Safety and Security	4011113
Library	4011124
Nurse	4011135
Counselling Center	4011501
Prep School	4011207



## Campus Living Residences Apartment Agreement Ross University School of Veterinary Medicine

Ross University School of Medicine, School of Veterinary Medicine (St. Kitts) Limited, hereinafter identified as *the University*, and the undersigned, hereinafter identified as *the resident* or *occupant*, enter into this Campus Living Residences Apartment Agreement with the following terms and conditions. The occupant understands that the University will not permit the resident to occupy an apartment without the occupant's agreement to all terms and conditions listed as a part of this Agreement.

### 1. Eligibility

In order to be eligible for occupancy in the University apartments, the student must be either enrolled at Ross University School of Veterinary Medicine or be a dependent of an accompanying adult of the student. The Campus Living Residences are considered "transitional housing", i.e. students are only allowed to live on campus for their first term on island whether they enter as a traditional semester one student or through the Vet Prep program. After the end of that first term, they are required to obtain off-campus housing.

### 2. Contract Terms

This contract relates to only the semesters when a student resides in on campus University housing. It will become effective only when the resident has signed this agreement and the University sends to the resident confirmation of the housing assignment by email of an apartment in the on-campus housing. Signing the Campus Living Residences Apartment Agreement constitutes an acceptance of all the terms and conditions within this agreement, the *Ross University Student Handbook* and the *Campus Living Residences Handbook* and promise to pay all associated housing charges to Ross University.

### 3. Withdrawal from the University & Refunds for Apartment Housing

#### Schedule of Room Charge Liability

Week 1.....	20%
Week 2.....	40%
Week 3.....	60%
Week 4.....	70%
Week 5.....	80%
Week 6.....	90%
After Week 6.....	100%

In the case of a prolonged illness or an emergency that requires a resident to withdrawal from the university, a substantiating statement from the attending physician is required in order to receive refunds or credits for apartment fees that will be prorated on a weekly basis from the date of official withdrawal.

### 4. Rates

The occupant agrees to pay all apartment rates as published for the term of the agreement. Semester charges for apartment units are billed to occupant accounts and processed according to the billing and financial procedures of the University. The University reserves the right to adjust apartment rates during the term of this agreement. Rate increases will require a 30 day calendar notice to resident students.

### 5. Apartment Entry

The occupant is a licensee only (and not a tenant) of the apartment. The University shall have the right to enter the apartment at any time; however, the University's right to enter an apartment will be exercised with discretion. Authorized university personnel, before entering an apartment, should knock, announce themselves and then enter.

If possible, a reasonable effort will be made to have the occupant(s) present. The following authorized university personnel may enter a student apartment with or without the

student(s) present:

- A. Maintenance workers, craftsmen, and authorized agents of the University for repair, maintenance, cleaning or physical improvement of the apartment. When possible, the resident(s) of an apartment will be given prior notice of prescheduled work;
- B. Housing staff to resolve emergency or disruptive situations (which include, but are not limited to, loud music, telephone ringing, or an alarm sounding), to respond to violations of university regulations or civil law that endanger the safety or welfare of students.

### 6. Liability

The University is not liable for the loss, damage to, or theft of properties belonging to the occupant. Further, the University shall not be liable for any claims for damage by reason of any injury or injuries to any person or persons, or damage to property which in any way arises out of the use and occupancy of the on-campus housing. The occupant or resident hereby agrees to hold Ross University School of Veterinary Medicine and its agents harmless from all liabilities on account of or by reason of any such injuries, liabilities, claims, suits or losses. The occupant or resident shall be responsible for obtaining insurance coverage on her/his personal property.

### 7. Abandonment of Personal Property

The University, without liability, has the right to dispose of any personal property left on the premises two weeks after the end of the semester or other termination of this agreement.

### 8. Assignment Policy

Residents are assigned to apartment units according to their preferences on the application, space availability and on a date priority basis. The University reserves the right to make reassignments and temporary housing assignments as considered necessary.

### 9. Apartment Unit Changes

A resident may change apartment units only with written authorization from the Housing Department. Unauthorized apartment unit changes or failure to move out of an apartment unit when required may result in additional charges as determined by the University.

### 10. Check-in and Check-out

Each resident is considered checked-in when (s)he obtains the apartment key. When moving into the assigned apartment unit, the resident shall complete, sign and turn in an Room Condition Report (RCR). When vacating the assigned apartment, the resident must check out with Housing staff. Each resident agrees to follow the proper check-out procedures when vacating the premises or relocating within the housing system. Failure to follow established check-out procedures may result in improper check-out charges as determined by the University.

Assigned bed space will only be held until 3:00 p.m. on the first day of classes each semester unless prior arrangements had been made. When the resident fails to check-in to the assigned apartment unit, (s)he will be subject to applicable forfeiture and cancellation fees and will be charged all

### 11. Guests

Only the resident(s) of an apartment unit is/are allowed to occupy the assigned apartment; however, from time to time, the resident may wish to have family or friends visit. In these cases, the resident agrees to abide by the guest policy as outlined in the *Campus Living Handbook*. The resident agrees to take responsibility for the behavior and actions of his/her guests while the guest is on campus and to make his/her guests aware of expected norms of conduct and the appropriate University and apartment regulations.

### 12. Resident Responsibilities

The resident agrees to observe all rules and regulations of Ross University, the Campus Living Department which are incorporated by reference into this document. The resident agrees to honor all terms and conditions stated in this agreement, the *Campus Living Handbook*, and other official University publications. Violations of these rules, regulations, terms and conditions, and including, but not limited to, ones related to alcohol and drugs parameters, weapons possession, tampering with fire equipment, guest and pets, may result in eviction at the sole and absolute discretion of the University.

### 13. Apartment Damage Deposit and Costs

The resident agrees to be liable for damage or other loss incurred to the building, apartment, furniture, and/or equipment that is not the result of ordinary wear and tear. Residents agree to pay an Apartment Damage Deposit of \$250 USD and authorize to pay this amount from financial aid, if applicable, as a non-institutional educational expense. This will be reimbursed (within 30 days of apartment inspection) minus any charges from damages to the apartment unit or furnishings or any additional apartment related charges (such as a key that is not returned or improper check-out or cleaning assessment). The liability of the resident under this Section is not limited to the amount of the Apartment Damage Deposit. Such liability is unlimited.

### 14. Lock Changes/Lost Keys

Lost apartment keys and outside door keys will result in the locks being changed. The cost of lock changes and key replacements will be charged to the resident.

### 15. Safety and Security

Residents shall comply with University safety and security procedures in the apartment buildings, including weapons policy, and shall not tamper with locked doors or admit unauthorized persons into buildings.

### 16. Apartment Care

Residents are responsible for removing waste materials in a proper manner, cleaning their apartments and maintaining sanitary and safe conditions which are acceptable to the University. Moveable furniture allocated to common areas may not be removed. No open flame devices, including candles and incense, may be used in apartments. No animals are allowed in the apartment buildings except those that fall under the

Campus Living Pet Friendly Pilot Program where new incoming students with only ONE pet are allowed to live on-campus (refer to page 17 of the *Campus Living Handbook* for more information on this).

### 17. Solicitation

The apartment buildings may not be used for any unapproved commercial enterprise. The University acting through the Campus Living Department reserves the right to limit commercial sales and solicitations in order to prevent disruption, to protect safety and security of the residents and to protect residents from commercial exploitation or for any other reason.

### 18. Disciplinary Action

Disciplinary action may be taken against University students and other individuals on University property for violation of University rules and regulations and policies. This may include, but is not limited to, such action as monetary retribution, fines, rescinding privileges, or any sanctions necessary to maintain order and protect the rights of residents, faculty and staff.

In addition to any disciplinary action, a resident may be immediately suspended from occupancy if the University determines continued occupancy poses substantial risk or harm to the safety of the residents or others, or unduly interrupts legitimate operational processes of the University. In the event a resident is removed from the apartments as a disciplinary action, there may be no refund of apartment charges for the semester.

### 19. Termination of the Apartment Agreement by the University

The University reserves the right to terminate the Apartment Agreement under the following circumstances; in all of these circumstances, the apartment charges for the semester will not be refunded:

- 1) A resident violates any rules or regulations listed in *or referred to in the Apartment Agreement; the Ross University Student Handbook, or the Campus Living Handbook, or in any other official University publication at Ross University.*
- 2) A resident fails to comply with any portion of this agreement.
- 3) A resident has any unpaid charges from a previous Apartment Agreement.

### 20. Contract Authority

If the resident is under the age of 18, her/his parents or legal guardian shall become a party to this agreement and shall be required to sign an Apartment Agreement upon occupancy of the apartment at the start of the semester as evidence of acceptance of all terms and conditions of this agreement.