Welcome to Boston University’s Geneva program.

There are a number of rules that you must follow for the safety and security of both yourselves and your colleagues and also for harmonious communal living.

You must not engage in conduct, in any University buildings, which poses a threat to the health or safety of persons or property, interferes with the rights or well-being of others, or violates any provision of the Boston University Code of Student Responsibilities, this contract, any rule/regulation of the University or the Division of International Programs, or any Swiss law. While in Geneva you are subject to the same policies, procedures, and codes of conduct in place at Boston University in the United States, and are also obliged to comply with local rules as set forth below.

The building where you will be housed is not a dormitory but a hotel residence, and residents are expected to comply with local behavior norms and to respect the local way of life, which is quiet and clean. Pets are not allowed in the building.

RULES AND REGULATIONS

Noise
You are sharing this housing with other students, as well as with the RA’s and occasionally visiting BU staff. Since it is in the city centre, there are also neighbors all around you, and Swiss legal regulations for inner-city areas require quiet after 10 p.m. – if you make any noise which can be heard through the party wall, neighbors are entitled to call the police and they will do so if they are annoyed.

Noise complaints are a serious matter as complaints from neighbors could force the University to close the Program. Students responsible for noise resulting in police calls will be fined CHF 100 (Swiss Francs) for a first offense and will face exclusion from housing for a second offense. Please bear this in mind—if your fellow students are making a noise that stops you from studying or sleeping then they are certainly audible to neighbors, and it is in your interest to tell them to keep the volume down BEFORE there are complaints from outside.

These rules are designed to make life pleasant for everyone. The basic principle is to be respectful and considerate at all times. Rowdy, noisy or uncouth behavior of any kind will not be tolerated by program staff, RA’s, the building manager, or the local residents, and will be subject to disciplinary actions ranging from fines to expulsion from housing or from the Program.

Smoking
This is an entirely non-smoking building, including balconies and window areas. You may smoke in the outdoor courtyard, being careful to avoid open windows. Please take your cigarette butts with you. Do not throw them on the ground or out a window. If you smoke in the street, do not throw them in the gutter.

If you smoke in the building you may set off the fire alarms, and you will be fined. If you disable a fire alarm in order to smoke you will certainly set it off and will be fined and may be expelled from the building for tampering with the fire safety equipment and potentially endangering the lives of all the residents. See below.

Fire Safety
Fire safety equipment is strictly “off limits” to students unless and until they need to be used in an emergency or for a drill. Any student found to have endangered lives by tampering with any fire safety equipment, including the elevator, exit signs, extinguishers, smoke detectors or ladders will be subject to a fine of CHF 500 and may also face expulsion from the building and the program.

Candles, incense sticks and any kind of open flame are forbidden for safety reasons.

Visitors
Boston University grants students the privilege of hosting guests in the student residences. In addition, a resident’s ability to host guests is, in fact, a courtesy extended by a roommate or roommates.

If you wish to have a visitor in your room, you must first make sure that your roommate agrees to this. Then, you must notify the building manager via guest form which you can pick up outside the office. You need to provide a completed guest form at least 48 hours in advance of any visit. You need to provide the name, age, and nationality of the guest, and provide the director of student life with a photocopy of the guest’s ID immediately upon the guest’s arrival.

You may not have more than one guest at a time. Guests must be personally known to you—relatives or good friends. You may not offer BU hospitality to friends of friends. Guests may stay for a maximum of 3 nights. Any longer than that and they will need to find an alternative accommodation.

Residents must accompany their guests at all times. Guests must respect and comply with all rules and regulations while in or around the residences. You are fully responsible for the behavior of your guest and any damage he or she causes will be billed to you. Guests who cause problems will not be permitted to stay, and their host will not be permitted to have further visitors during the semester.
Casual visitors are not allowed to spend the night for security reasons. If you have an undeclared visitor you will be fined CHF 50 and if the behavior is repeated you may be expelled from BU housing.

Alcohol
If there are any alcohol-related problems, including rowdiness, aggressive behavior, vomiting, or potentially endangering yourself or others, you will be fined at least CHF 50 and will be placed on probation for expulsion from housing. Serious incidents risk instant expulsion.

If you vomit you must clean it up. The building manager will not do so. Alcohol is not permitted in the common room downstairs and carries a CHF 20 fine.

Drugs
The use of illegal substances is prohibited and students who are found in possession or under the influence of drugs will be expelled from the program and may face prosecution under Swiss law.

Damage and Security Deposit: CHF 200 in cash or US check for $200
All bedrooms, bathrooms, and kitchens are inspected before the students arrive and during the last week of the program. An inventory will also be taken at this time. If anything has been damaged, this deposit will be used to pay for repair or replacement of the item. If you break something in the communal kitchen you must report this to the student assistants and tell them your name—otherwise EVERYONE on the floor will be fined. Your security deposit of CHF 200 will also be used to pay for excess cleaning charges incurred through your negligence.

Security and Key Deposit: CHF 100 in cash or US check for $100
You are responsible both for your own safety and for that of the other students in the Program.

Keys will be provided that allow entrance into the building and your individual room. You will be asked for a refundable CHF 100 deposit for the key upon arrival. If a key is lost or stolen, you must report the loss or theft to the director of student life as soon as possible. The CHF 100 deposit will be used to pay for a replacement. Do not carry keys with anything that may have the address of the residence on it, because if you lose your key that will allow unknown people to gain entry to the building. You may not give your key to anyone for any reason. The key deposit will be refunded upon departure provided that keys are returned to the director of student life during normal business hours no later than the move-out date.

Do not let unknown people into the building. Call a member of staff if someone claims to have business in the building.

Lock your bedrooms, they will be full of valuable items such as laptops, iPods, passports, credit-cards, and cash. It is your responsibility to keep your possessions safe. Boston University is not responsible for damage, theft or loss of your personal property. There is a safe in the building manager’s office for you to keep items such as passports. You do not need to carry them with you.

Cleaning
The common areas of the building, including the kitchens, will be cleaned once a day except on weekends. The floors will be mopped and the kitchen counters wiped down. However, you are responsible for keeping the common areas in a clean state on a daily basis.

There is a recycling policy in the building with separation of paper, plastic, glass, and especially bottles. Please make sure that you put any items of this kind into the labeled containers in the basement area daily.

Be considerate to other students on your floor who will use the kitchen after you. Do not, for example, leave dirty dishes or pots and pans in the sink. Offenders will be fined. If no-one owns up to leaving the place in a mess then ALL students on that floor will be fined.

Remember that the common area downstairs is where you will be served your breakfasts.

If you use it during the evening do not leave it in a mess—take out the trash before you go to bed. If this is not done, the common area will be locked after 6 p.m.

You are responsible for keeping your bathroom and bedroom clean, including trash disposal. You can place your trash in the large bags provided for in the basement in the corridor past the laundry machines. Cleaning materials will be kept on each floor, including vacuum-cleaners etc.

What We Will Provide
All rooms are fully furnished with beds, wardrobes, lamps and desks. Do not move the beds or the wardrobes. Each student will have a corkboard. Do not put anything up on the walls. Bedding and bed linen are also provided. Towels can be rented for a fee of CHF 60 for the semester, of which CHF 30 are a deposit. You are responsible for washing them. There are coin-operated washers and driers for your use in the building. Each kitchen and bathroom will have a 'starter kit' of the necessary cleaning products: once these have been used up, you must buy your own replacements. Only paper towels and pastilles for the dishwashers will be provided on a weekly basis.
Breakfast will be provided Monday through Friday, 7:30 a.m. to 9:30 a.m. All items will be provided for you on the counters and replaced throughout the duration of breakfast. Students are not allowed access to the fridges downstairs. Food that is provided is for breakfast only and is not to be taken out of the common room. If there are leftovers available, the building manager will place them in the common area at the end of breakfast. Dishes and silverware that is provided in the common kitchen are not to be removed.

Sanctions
Fines must be paid within two days and in cash. If you do not pay a fine on time, the amount of the fine will be doubled.

Fines are assessed on a sliding scale running from CHF 5 per student per day for a dirty kitchen to CHF 50 for rowdy behavior to CHF 500 for tampering with fire equipment or other serious offenses. Offenses which go beyond this will attract more serious penalties, such as separation from housing, expulsion from the building or the Program, or other measures deemed necessary.

All fines collected, except to the extent required to pay for repairs to the building or its contents, will be donated to a designated charity at the end of the term.

Once you have read and signed this agreement, you are bound by the terms and conditions of this Residence Agreement, in addition to provisions in the Boston University Student Lifebook: www.bu.edu/lifebook. It is your responsibility to be aware of the terms of this Contract and the policies and procedures set forth in the Boston University Student Lifebook.

STATEMENT BY RESIDENT
I HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS OF THIS RESIDENCE AGREEMENT AND I AGREE TO ABIDE BY THEM.

Student Name (Please Print)

Student Signature Date

Mail the Residence Agreement within two weeks to: Carla Rachman, Boston University Geneva Program 30, rue des Vollandes, 1207 Geneva, Switzerland