



## HOUSING AGREEMENT & REGULATIONS

To ensure the safety, wellbeing, and success of all participants residing in program housing, the following list of housing rules was created to outline behavioral expectations. For the purposes of this document, “API” refers to Academic Programs International, the organization in Shanghai responsible for student housing and emergency management.

All participants living in program housing must comply with the following rules for the duration of the contracted housing period. Violations of the outlined policies will result in disciplinary action being taken. Though API has attempted to create a comprehensive list of infractions and guidelines below, API reserves the right to discipline a participant for any action that API deems unacceptable. API may, at any time, contact the participant's emergency contact/parent/guardian and/or the University of Connecticut if the participant's behavior is inconsistent with the rules specified in this agreement.

### I. FINANCIAL AGREEMENT

By signing and submitting this form, I agree to the following payment and cancellation policies:

1. Once I have confirmed my place on the program with the University of Connecticut, API will arrange housing on my behalf upon receipt of this form and payment of my housing application deposit of US\$550.
2. The housing application deposit is applied toward the total housing cost and is non-refundable once paid.
3. Both myself and the individual designated as my emergency contact will receive a copy of my confirmed housing offer from API after the housing application period has closed.
4. The full housing payment must be submitted by the payment deadline of December 11. This payment is non-refundable for any reason once paid.
5. All students will be required to pay a security deposit directly to the residence during the check in process. The deposit is refundable upon conclusion of the housing period, provided there are no damages. Any housing damages beyond this amount will be assessed to the participant.

### II. PERSONAL CONDUCT IN PROGRAM HOUSING

1. All participants are responsible for their own behavior and choices. API representatives, including the Resident Coordinator and Community Assistants, are available as a support to participants but are not able to make decisions for them or to continually monitor their behavior.
2. Participants must behave respectfully at all times toward fellow residents, neighbors and housing representatives.
3. Participants must attend all mandatory housing meetings led by the API representatives.

4. Participants are urged to avoid placing inappropriate photographs or statements on public websites or other social media platforms. While API representatives will not specifically monitor such sites, if a participant openly demonstrates a disregard for housing regulations outlined here with their posts or pictures, disciplinary action may be taken against that participant.
5. Participants who are concerned about their own behaviors or those of other program participants in the program housing are encouraged to speak with API representatives for assistance.
6. Participants who will be absent from API housing for more than a 24-hour period must alert their roommates (if applicable) or an API representative. Participants who share a room with a participant who has not returned for more than 24 hours without previous notification of travel plans must alert an API representative of the situation.
7. Participants are responsible for abiding by all regulations set forth by the housing management. Participants should be mindful of city ordinances.
8. Accommodations should be kept neat and orderly.

### III. PROHIBITED ACTIVITIES IN PROGRAM HOUSING

Prohibited activities include but are not limited to the following:

1. Any behavior that could result in harm (e.g. physical, emotional, psychological) to oneself or another person, including but not limited to fellow residents. Any physical or verbal abuse or harassment by a participant can result in automatic dismissal from housing. All participants are responsible for reviewing [API's non-discrimination policy](#), which includes information regarding how API will respond to allegations of any form of discrimination, including bullying, gender discrimination and sexual misconduct.
2. Use of the property of other program participants, API, the housing authority or ECNU without express permission given in advance. Participants must respect all property of ECNU, API, the local housing provider, and other program participants.
3. Abuse of alcohol or the use, distribution, or possession of controlled substances/drugs not prescribed by a physician. Any such use and/or group disturbance will be evaluated and dismissal from program housing without the issuance of intermediary warnings will be considered. Neither consuming alcohol nor having open containers of alcohol is permitted in your private quarters in a student residence or hotel.
4. Disruption of others' rights to a peaceful living environment (e.g., with excessive noise) and privacy. This policy protects not only fellow program participants (roommates) but also other inhabitants of the accommodations.
5. Introduction of known allergens into housing. Participants are responsible for respecting their roommates and must refrain from exposing others to disclosed allergens (e.g., peanuts).
6. Hosting of parties or overnight guests. Parties and overnight guests are strictly prohibited in the housing provided by API. Given social distancing considerations and efforts to limit exposure, participants are encouraged to avoid having any visitors in their housing. Visitors may only enter housing during daytime hours with the express permission of all roommates and if doing so is allowed by the policies of the residence.

7. Bringing pets or animals into API housing. Exceptions may be granted for service animals, depending on the availability of housing that allows service animals.
8. Giving assigned keys to other participants or guests or to make duplications. Participants whose keys are lost or stolen will be held responsible for their replacement or the cost of changing the lock in question.
9. Jeopardizing the safety and the property of others by neglecting to secure common spaces (e.g., failure to properly lock doors or windows; loss of keys) or by allowing strangers into accommodations (e.g. allowing an unknown person into the building after you, admitting an unknown or unanticipated service person, inviting acquaintances into the building, etc.).
10. Participants are ultimately responsible for what happens in their API accommodations. You will be held responsible for any and all damages, as well as the resulting fees or sanctions.

#### IV. PAYMENTS, MOVING PROCEDURES AND DAMAGES

1. Housing is provided only for full-time students in good standing. Housing privileges can be revoked if the student's status changes at any point during the contract period.
2. If a participant is dismissed from the school or loses housing privileges due to an academic or disciplinary issue, they will be responsible for vacating the provided housing by the deadline given by API or the provider. API will provide housing for the participant for up to two days post-dismissal, to allow the participant to make arrangements to return home or to make alternate housing arrangements if planning to stay in Shanghai at their own expense. API representatives will be available to assist the participant in identifying suitable options, in order to promote the participant's safety.
3. Housing accommodations are contracted and paid for the full contracted housing period. Participants who choose to move out of their pre-arranged housing prior to completing the session are not entitled to any type of housing refund.
4. If a participant insists on a move that API does not deem mandatory, there may be charges assessed for moving as well as additional fees to pay for the new housing.
5. Shifts in enrollment and changes to housing availability or other factors may make it necessary for participants to move between semesters, if the program is extended beyond the Spring 2021 semester.
6. Participants are required to notify an API representative about any damages or problems noticed upon move-in. Any and all housing problems experienced during the session, regardless of whose responsibility they are, should be reported immediately to an API representative,
7. API reserves the right to require participants to assume the cost of pest control treatments, including required laundering of personal items, in the event of an infestation of bedbugs or other pests.
8. Damages to accommodations resulting from misuse or negligence will be assessed to the participant(s) in question.

9. Property insurance in the case of theft is not included as part of the housing cost. If this is a concern for you, you should consider insuring your personal belongings with an individual policy in advance.
10. Participants must vacate the housing on the check-out date and follow all check-out procedures given. API is not responsible for any personal belongings left behind.

#### V. EXTRAORDINARY MEASURES DUE TO COVID-19

1. While living in API housing, each room will be a housing “bubble” where roommates will be considered the equivalent of a nuclear family. This designation means that while interacting outdoors or within the room with roommates, participants will not be required or advised to wear a mask unless a member of the housing bubble suspects that they may have been exposed or if recommended by local health authorities.
2. All housing will be cleaned regularly by a professional local cleaning agency or housing management.
3. Should a roommate demonstrate signs or be confirmed of having COVID-19, participants are advised that local health measures will likely require that they be quarantined with the roommate, just as one would with a nuclear family. Seeking to quarantine outside of API housing (e.g., in a local hotel) could be a violation of local health practices or local law and will be the financial responsibility of the student. In such situations, any student who wishes to leave their API housing after potential exposure to COVID-19 must make every effort to follow local health guidelines, such as limiting interactions with other people while moving to the hotel and using a mask at all times.
4. If an individual experiences symptoms of COVID-19, they will be required to follow local guidelines, including testing, isolating until symptoms subside and/or they get a negative test result, and informing local health authorities and/or API of all individuals they were in contact with during the period preceding their illness. API will follow the direction of local health authorities regarding recommended contact tracing and quarantine protocols.
5. Given regulations regarding COVID-19, API representatives may not be authorized to accompany students to hospitals.
6. If a program participant tests positive for COVID-19 after arrival, API will inform the full group that someone has tested positive, without specifying the participant’s name unless required by local health authorities. Roommates of the sick individual will be notified directly of the positive test and protocols they need to follow as a result.

#### VI. DISCIPLINARY PROCEDURES

Participants who disregard the policies outlined here will face disciplinary consequences. API may choose to utilize any of the following disciplinary measures at its own discretion, depending on the severity of the infraction by the participant:

1. Issuance of warnings:
  - a. Verbal warning: An API representative will discuss the participant's behavior with the individual in question. The specific behavior will be identified and the participant will be asked to discontinue such behavior.

- b. Written warning: An API representative will issue a written warning to the participant. This warning will outline the negative behavior and may establish specific conditions for continued lodging in the program housing. The participant in question will be asked to sign the warning acknowledging the problematic behavior. This written warning may serve as the last effort to promote behavior modification before dismissal from the housing. At this stage, the University of Connecticut and the emergency contact may be contacted.
2. Implementation of an individualized behavioral plan: Participants whose behavior can be considered harmful to themselves and/or others may be required to complete an assessment with an on-site health professional. Based on the recommendations of the evaluator, the University of Connecticut and API reserve the right to implement a behavioral plan with the participant, including requiring ongoing consultation with local medical professionals, attendance at local support group meetings, cooperation with local authorities, periodic check-ins with the API representatives, etc.
3. Loss of housing: Participants who fail to abide by housing regulations may be removed from program housing either temporarily or for the remainder of the session. Participants will be responsible for paying any costs incurred to secure housing independently of the program.
4. Assessment of damages: Participants are responsible for and will be billed by API for any damages caused by misbehavior or negligence.

#### VI. APPEALING DISCIPLINARY ACTION(S)

1. Participants who are issued a written warning or removed from program housing temporarily or permanently may appeal the decision by submitting a written appeal to API's Associate Vice President of Health, Safety and Student Wellness within 48 hours of the disciplinary action. Oral arguments will not be accepted, and the appeal will be reviewed solely on the basis of the written testimony and any other physical evidence (e.g., photographs, videos, etc.) submitted for consideration.
2. The Associate Vice President of Health, Safety and Student Wellness, in consultation with the University of Connecticut, will have 72 hours to review the participant's appeal and make a ruling. All original consequences/sanctions will remain in effect until the Associate Vice President of Health, Safety and Student Wellness has reviewed the written statement of the participant.
3. The decision of the Associate Vice President of Health, Safety and Student Wellness, or her designee, shall be final.

#### VII. ACKNOWLEDGEMENT AND CONSENT OF PARTICIPANT

1. I understand that the above rules, regulations and policies are enforced for the safety of all program participants living in program housing. I have read and agree to comply with all the rules, regulations, and policies stated in this document.
2. I understand that API will gather personal data about me and my online presence for the purposes of processing payment and arranging housing on my behalf.

3. I acknowledge that I am willingly providing the requested personal data on the application form, which will be used only by API and the housing partner(s) for the purposes of securing my housing placement.
4. If I wish to retract my consent for use of this personal data, I understand that I must make such a request by email to [privacy@apiabroad.com](mailto:privacy@apiabroad.com). I understand that doing so could hinder API's efforts to provide quality service to me.
5. I understand that the University of Connecticut and/or API directors in Shanghai may need to communicate information about me to the main office of API in Texas and/or my emergency contact if an issue arises in my housing which requires discussion and resolution.

By checking this box and typing my name below, I acknowledge that I understand the information provided and agree to the terms and conditions stated on this electronic form.