

# RULES AND REGULATIONS 2018/2019

## 1. GENERAL TERMS

### ARTICLE 1: Object

The four ESSEC Business School student halls of residence are managed by ALEGESSEC ("Association pour le Logement des Etudiants du Groupe ESSEC"). The association statutes are applicable to the halls in their entirety.

### ARTICLE 2: Definition of offer

The following are made available to members:

- private accommodation/a furnished bedroom situated:
  - within the living quarters (ranging from 6 to 11 bedrooms) of the "Résidence du Parc",
  - within a two-bedroom apartment (two separate bedrooms and shared sanitary and cooking facilities),
  - within a one-bedroom apartment,
- semi-private accommodation, common room(s), or a two-bedroom apartment.
- the general living areas (meeting rooms, TV room, corridors etc.) contained within each of the residences.
- compulsory services provided by the association in its capacity as the residences administrative manager (maintenance and upkeep – computer network)

### ARTICLE 3: Membership criteria

Accommodation in an ALEGESSEC hall of residence is open to:

- Students enrolled with an ESSEC Business School institution or program,
- Participants in ESSEC Business School international academic programs,
- Other students outside the ESSEC group in Cergy-Pontoise, subject to availability and with the consent of the heads of the association,

In addition, some places are reserved by the Val d'Oise Prefecture and the Cergy-Pontoise Township Federation in accordance with existing agreements.

### ARTICLE 4: Allocation criteria

The allocation of rooms is carried out on the basis of the following priority criteria:

- Students who are minors,
- The financial situation of the student (recipients of higher education scholarships, Master's, EPSCI or ESSEC scholarships, etc.).
- Geographical origin, with priority given to international students, then those from outside the Paris area, then those from certain suburbs of the Paris area [77/91/93/94] and then those from the remaining Parisian suburbs plus central Paris [78/92/95/75],
- Length of contract, with priority given to the longest contracts,
- The date of receipt of the complete enrollment application,

### ARTICLE 5: Association Membership / services provided to the members of the association in return for a monthly fee

To obtain a room within one of the residences managed by ALEGESSEC, the applying student must join the association and pay for the annual membership fee.

The student may terminate membership in the association under the conditions provided for in Article 25 of the present rules and regulations. ALEGESSEC will be able to end the membership under the conditions provided for in Article 34 of the present rules and regulations.

To enjoy the services provided to members of the ALEGESSEC association, every student applying for a room must register directly on the online portal "My housing application", fill the form and send the below documents, in order to formalize his/her application:

- ALEGESSEC association membership form, along with payment of the annual membership fee,

- Additional membership clause specifying in which the student will have to specify the length of his/her stay and the desired residence,
- Your credit card information to validate your file ( the credit card will be charged for the deposit, admission fee, administration fee and the annual membership when a room has been assigned to you)
- Copy of your ID card and supporting documents according to situations

The online validation of the additional membership clause and the present rules and regulations constitute the occupancy title granted to the student. They set out his/her contractual rights and obligations towards ALEGESSEC, the administrative manager of the students residences as soon as he/she has been assigned a room.

Every member is OBLIGED to take out a multi-risk accommodation/contents insurance policy.

Membership of ALEGESSEC implies acceptance and respect of the present rules and regulations and of the appendix relating to the computer charter and to the rules pertaining to the multi-gym area. Upon allocation of a room by ALEGESSEC, the student automatically becomes a member of the “Association pour le Logement des Etudiants du Groupe ESSEC”.

### **ARTICLE 6: Room occupation procedure**

The student checks the state of his/her room and the equipment available to him/her. He/she should state all damage on the digital “room inventory” form on the portal “My housing account”.

A bedroom is made available to each member of the ALEGESSEC association for the duration of his/her choice, as confirmed in the additional clause to the contract and upon receipt of the annual membership fee, security deposit, administrative fee, admission fee and monthly fees payment, as stipulated in articles 19, 20, 21, 22 and 23 of the present rules and regulations.

The student member of the association alone can occupy the room allocated.

Non-respect of these clauses will result in the possible application of sanctions (cf. article 34).

**Allocation of an available room is subject to the formal signing in advance of a MULTI-RISK ACCOMMODATION/CONTENTS INSURANCE POLICY by the student member, who must also produce an insurance policy document in order to obtain the keys to his/her room.**

During the 3 days following the handing over of keys, the student must validate the inventory form on his/her housing account. Failure to validate the inventory form within the required time will be taken as acceptance of the condition of the room. Any damage not indicated upon occupation of the room will be charged when the final inventory is carried out at the end of the occupancy.

Access to the ALEGESSEC computer network may be suspended in the event of repeatedly late payment of monthly fees or failure to complete all the required paperwork.

## **2. ORGANIZATION OF COMMUNAL LIFE**

### **ARTICLE 7: Representation of members**

#### ***Responsibilities of representatives:***

The role of representatives consists of the following:

- Representation of all student members at ALEGESSEC Board and General Assembly meetings, as board and council members,
- Communication of issues expressed by student members regarding communal life,
- Proposal of potential improvements to living conditions.

#### ***Designation of representatives:***

The members of each residence will elect, for 1 year and for all procedures deemed necessary, nine incumbent representatives and nine deputy representatives. These representatives will participate in the ALEGESSEC Board and General Assembly.

The number of representatives for each residence will be divided in the following way:

The Parc residence: 2 incumbents – 2 deputies

The Linandes residence: 2 incumbents – 2 deputies

The Hauts de Cergy residence: 3 incumbents – 3 deputies

The Port residence: 2 incumbents – 2 deputies

They may also be assisted by students in charge of the internal running of each hall of residence.

## **ARTICLE 8: Use of communal areas, semi-private areas and facilities**

### **a) Communal areas**

Communal areas correspond to all non-private areas accessible to all student members.

These areas are the responsibility of all student members.

They are collectively responsible for all facilities and furnishing available to them in the communal areas.

In the event of damage or wear and tear caused by students in communal areas, an estimation of the repair work necessary will be made and invoiced, for payment by the student(s) identified as responsible. If their identity cannot be established, by default the entire group of students occupying the residence and the time of the incident(s) will be invoiced.

A specific room per residence is available to students for event or parties.

Application for use of this room must be made in advance, in writing and signed by the student(s) by means of a form available at the reception of the “Résidence du Parc”. Requests of this nature must be sent on to ALEGESSEC a minimum of 48 hours before the planned event.

Only student members of ALEGESSEC living in the residence planned for the event may make such a request.

Under no circumstances will a request to hold an event in a hall of residence be accepted if an event is already due to take place on the same day on the ESSEC campus.

An inventory of the room will be carried out before and after the event. At the end of the event, the room must be clean and tidy.

Any necessary repairs will be invoiced to the people in charge of organization of the party/event or, by default, to all occupants of the hall of residence in question. The cost of any repairs will be added to the following monthly fee payments or, by default, deducted from the beginning-of-year security deposit.

- On Friday evenings and at the weekend, use of the room may not go beyond 2am.
- From Sunday evenings to Thursday evenings, use of the room may not go beyond 10.30pm.
- Peace and quiet must be maintained in the communal areas during the daytime.

Use of the multi-gyms at the halls of residence is subject to students respecting the charter stipulating the rules and behavior in the multi-gym(s) and laid out by the “Bureau des sports du groupe ESSEC”. This charter is on display in each multi-gym (cf. appendix 1).

Use of service lifts is strictly forbidden.

In accordance with the 15 November 2006 decree concerning smoking, it is strictly forbidden to smoke in any communal or semi-private areas.

### **b) Semi-private areas**

Members of the Parc residence may use the semi-private areas of their living unit to organize social events. A written request must be made in advance and signed by the student representative(s) of the living unit after consultation with all occupants. The form, to be returned within 48 hours of the planned event, is available at the reception desk of the Parc residence.

The number of participants is limited to 30 people. Social events are limited to two living units simultaneously for the entire residence. Those in charge of the organization will be responsible for all occurrences during the event and the behavior of all participants. They will ensure the cleaning of all areas and the respect of living, sleeping and working conditions for all other occupants. Only requests from residents of the living unit where the event is to be held will be accepted. Under no circumstance

will a request be accepted if it is planned simultaneously with an event on the ESSEC campus.

1. On Friday evenings and on the weekend, use of the room for the social event may not go beyond 2am.
2. From Sunday evening to Thursday evening, use of the room for the social event may not go beyond 10.30pm.
3. Peace and quiet must be maintained in the semi-private areas during the daytime.

## **ARTICLE 9: Safety**

Access to each hall of residence is protected by an access control system and interphone enabling visitors to call residents in their rooms. An emergency number is also available to residents. Students are required to meet visitors in the hall entrance.

Each student is responsible for the behavior of his/her visitor(s) in ALEGESSEC halls of residence.

Any loss of entrance badge or key must be reported immediately to ALEGESSEC.

Residents must also report any unusual incidents/behavior to a member of ALEGESSEC staff.

Residents must take part in the fire drills regularly organized by the association and are required to respect the safety instructions displayed in each hall of residence.

All fire-prevention and safety facilities and materials are the responsibility of residents.

Any vehicle parked on the residences car parks must be covered by a valid insurance.

**Any misuse of safety equipment (e.g. fire extinguishers) will be dealt with very seriously.**

Keeping objects on outside windowsills is forbidden.

The presence of illegal substances or those of a defensive/offensive nature (including 6<sup>th</sup> category firearms) is strictly prohibited.

### **Article 222-37 penal code**

Transport, possession, offering, sale, acquisition or illegal use of drugs is prohibited in accordance with Article 222-37 of the Penal Code.

## **3. RULES FOR OCCUPATION OF ROOMS AND SEMI-PRIVATE AREAS**

### **ARTICLE 10: Responsibility**

Each student member is individually responsible for the fixtures and fittings available within his/her private living area.

Students sharing semi-private living areas are collectively responsible for the fixtures and fittings made available to them.

In the event of damage or wear and tear caused by residents or their guests in the bedrooms and semi-private areas, an estimation of the cost of repair will be paid for by those responsible.

### **ARTICLE 11: Equipment**

Under no circumstances must any alteration be made to the electrical or telephone equipment, the water distribution and drainage system, the heating, the ventilation or any fixtures and fittings. The buildings are fitted with private extensions for each resident, so the installation of a personal telephone line is not authorized.

It is strictly forbidden to add electrical appliances such as refrigerators, freezers, washing machines, tumble dryers or dishwashers.

### **ARTICLE 12: Fixtures and fittings made available to residents**

Any fixtures and fittings available on the premises must be restored to the place in which they were found in good condition.

Any loss, breakage, or deterioration of materials in a bedroom/semi-private living area (kitchen, bathroom, showers, toilets etc.) will be evaluated and the cost of repairs deducted from the beginning-of-year security deposit. An inventory is carried out at the beginning and end of a student's occupancy.

Each student resident must indicate to ALEGESSEC any malfunctioning of materials or equipment made available to him/her. Maintenance is carried out by ALEGESSEC free of charge, except in the event of deliberate misuse.

### **ARTICLE 13: ALEGESSEC right of entry**

*R.I. ALEGESSEC – Version 2018/2019 10-04-2018*

ALEGESSEC owns a copy of each bedroom key. Student residents must leave access to their room/semi-private living area free on all occasions so as to ensure that the safety of all and upkeep of the premises can be guaranteed in the event of access being necessary (due warning is given in this event).

#### **ARTICLE 14: Temporary or permanent loss of badge and/or key**

When a student has forgotten or lost his/her badge or key, he/she may ask for the copy from ALEGESSEC during administrative hours.

In the event of a badge or key simply being forgotten, ID or a deposit will be requested.

In the event of permanent loss, the change of lock is compulsory (cf rates). The cost of the new key, badge or lock will be debited directly on the monthly fee (cf. fee indicated on the inventory form).

In the event of losing/forgetting a key or badge at night, at the weekend or on a public holiday, the student resident may contact the round-the-clock security personnel who will send someone to open up. The cost of the operation, plus the possible replacement of the key/badge will be covered by the student and debited directly (cf. tariff on the form given to the student by the security staff).

In the event of a student repeatedly forgetting a key or badge, ALEGESSEC will invoice the administrative costs on the student's monthly fee (cf. rate chart on the inventory form).

#### **ARTICLE 15: Rules pertaining to hall of residence life**

Events or parties are prohibited in the private and semi-private living areas.

Peace and quiet must be maintained in the private and semi-private living areas during the day. Each student resident must ensure that the working conditions of their fellow students are not disturbed at all times of the day.

The cleaning of private living areas is at the cost of residents.

The cleaning of semi-private living areas (excluding the "Résidence du Parc") is also at the cost of residents.

The semi-private living areas of the "Résidence du Parc" must be kept in good condition collectively.

Rubbish bins must be emptied and sorted every day but must not be left in the corridors or living areas.

Trolleys are strictly forbidden in the halls of residence.

All species of animals are forbidden.

Mats outside the room in the corridor are forbidden.

Bicycles must not be left in private, semi-private, or communal living areas, but in the premises designed for bicycle storage. Each bicycle must be clearly marked with the owner's name.

In the event of non-respect of these rules, ALEGESSEC will apply sanctions to the resident(s) responsible.

#### **ARTICLE 16: Theft, loss, deterioration**

The association insurance policy only covers the contents belonging to the association and its civil responsibility.

The association is not responsible in the event of theft, loss, or deterioration of the personal belongings of residents. Residents are covered by their own contents/accommodation insurance (cf. article 6: room occupation procedure).

### **4. ACCESS TO HALL OF RESIDENCE COMPUTER NETWORK**

#### **ARTICLE 17: Rules for use**

The computer network available in the Parc and Port residences is a sub-section of the ESSEC Business School network.

Use of the network is strictly reserved for students who are members of ALEGESSEC.

The cost of accessing the network is incorporated into the cost of each student's accommodation.

Use of the network is subject to the rules pertaining to computing resources as laid out in the general rules and regulations of ESSEC Business School. This is available for consultation in the ALEGESSEC offices and a copy is given to every student at the beginning of his/her program of study.

Use of the computer network in the halls of residence is regulated by the ESSEC Business School computer network access charter, which can be found in the appendices to the ALEGESSEC rules and regulations (appendix 2).

Use of the halls of residence computer network also requires students to respect the Renater charter for proper use of the network, also to be found in the appendices to the ALEGESSEC rules and regulations (cf. appendix 2).

Membership of ALEGESSEC implies recognition of the terms of the Renater charter.

For the Linandes and Hauts-de-Cergy residences, the provision of internet access is subject to the rules of good practice as detailed in the supplier's contract and annexed in the Rules and Regulations of ALEGESSEC.

#### **ARTICLE 18: Access procedure**

For the Parc and Port residences, the procedure for accessing the network is laid out in the charter for accessing the ESSEC Business School network from halls of residence.

This becomes valid once a student has successfully completed the administrative and pedagogical integration process and received his/her login and personal password.

Access to the network may be suspended upon request by the ALEGESSEC service in the event of non-payment of monthly fee or repeatedly late payment of monthly fee.

Access to the network may be suspended by the Head of Information Systems department in the event of non-respect of the terms of the Renater charter for proper network use, the ESSEC Business School charter for network access via halls of residence, or the ESSEC Business School general rules and regulations.

For the Linandes and Hauts-de-Cergy residences, the internet access procedure is subject to the contractual agreement between the subscriber and the access supplier. The financial conditions are detailed in the standard contract annexed in the present document.

### **5. FINANCIAL CONDITIONS**

#### **ARTICLE 19: ALEGESSEC association annual membership fee**

Each member of the association must pay for the annual membership fee. The amount of the membership fee (see rates table) is set each year by the board. The payment of this annual membership fee is carried out by a credit card once a room has been assigned by the ALEGESSEC.

#### **ARTICLE 20: Administrative fees**

Payment of administrative fees will be charged on your credit card as soon as a room has been assigned by the ALEGESSEC, and from this moment, it is not refundable. The amount of the administrative fee (see rates table) is set each year by the administrative board.

#### **ARTICLE 21: Admission fee**

Payment of the admission fee will be charged on your credit card as soon as a room has been assigned by the ALEGESSEC, and from this moment, it is not refundable. It is a one-time only fee charged during your study period with ESSEC and will not be charged for renewals. The amount (see rates table) is set each year by the administrative board.

#### **ARTICLE 22: Monthly fee**

The monthly fee is set each year by the board. The amount decided takes into account the conventions agreed with the State and the proprietor.

The monthly fee is comprised of the monthly rent, fixed charges, and a rent complement.

Included in these three are:

- Contribution to monthly fee and service charges by the association,
- Operational costs of the association,
- Heating, hot and cold water,
- Electricity,
- Maintenance work in rooms,

- Technical maintenance of buildings, communal equipment and facilities,
- Cleaning of communal areas,
- Cleaning of semi-private living areas in the “Résidence du Parc”,
- Amortization of various fixtures and fittings,
- Car parks,
- and other expenses necessary for the proper functioning of the residences.

### **ARTICLE 23 : Payment of monthly fees**

The monthly fee is due in the first week of every month. Payment of the monthly fee is carried out by a credit card via the online portal “My housing account”. The resident will have the possibility to set up a direct debit with his/her credit card.

In case of non-payment of the monthly fee, reminders will be made.

From the third reminder, raise fees will be applied (see fee schedule).

In case of litigation, litigation costs will be borne by the resident (see fee schedule).

Under no circumstances can the final monthly fee be deducted from the beginning-of-year security deposit.

### **ARTICLE 24: Security Deposit**

Payment of the security deposit, the amount of which is set each year by the board (see rates table), will be charged on the credit card as soon as a room has been assigned by the ALEGESSEC.

The security deposit will be reimbursed, subject to the inventory and on the condition that no communal areas have been misused, all monthly fees have been paid, in the two months following the end date of the contract with ALEGESSEC.

### **ARTICLE 25: Housing subsidy (“APL”)**

All residents who meet the administrative conditions of the “Caisse d’Allocations Familiales” (Family Allowance Fund) may apply for “Aide Personnalisée au Logement” (housing subsidy).

The conditions for a subscription file to the subsidy are available for consultation on the CAF website [www.caf.fr](http://www.caf.fr)

The APL is received by ALEGESSEC for the account of the members and is deducted from their monthly fees.

If a student resident supplies erroneous documentation and/or makes an additional application for the APL, ALEGESSEC may, in the two years following his/her departure, reclaim a total or partial reimbursement of the financial assistance received during the period in question.

Below are the procedures for the residents meeting the administrative requirements of the CAF:

- A rent attestation is given out when handing over the keys. This document along with a CAF internet procedure will enable the student to input his/her application on the CAF website.
- Alegessec will advise all students and assist international students in the APL application process and the monitoring of payments.

### **ARTICLE 26: Termination of contractual relations**

#### **1. Loss of ALEGESSEC association membership**

In accordance with the ALEGESSEC statutes, membership can be lost if any of these events occur:

- resignation from the association
- expulsion from the association in accordance with article 35 of the present Rules and Regulations.
- expulsion from the Essec Group
- the termination of the occupancy title between ALEGESSEC and the student.

- Death of the member

In case of termination of membership, the ALEGESSEC association membership status shall lapse ipso facto. The student will have to pay the administrative fees and the annual membership fee again if renewing his/her contract.

## **2. Termination of the occupancy title concluded between ALEGESSEC and the student:**

### 2.1 Termination as of right

The occupancy title agreed between ALEGESSEC and the student stipulates a period of at least the length of the student's program, and ending on the last day of the month.

Concerning your departure date, each month begun is due in full.

The occurrence of the expiry date agreed between the parties terminates the occupancy contract as of right.

### 2.2 Early termination:

#### 2.2.1 At the request of the student:

Student may terminate his/her occupancy contract prior to the end date, by submitting the Early termination form available on "My housing account" by giving a **1-month prior notice** in accordance with the regulations applying to the student residences.

Any monthly fee due up until the end of the notice period will be required to student, even if he/she leaves physically the residence before the end of the notice period.

#### 2.2.2 At the request of ALEGESSEC:

ALEGESSEC has the right to terminate the occupancy contract prior to the end of the contract concluded with the student, by written notice sent by registered post with a form for acknowledgement of receipt. The termination will come into effect within one month after the first presentation of the registered post with a form for acknowledgement of receipt, in the event of repeated or serious breach of the rules and regulations or in the event of non-execution by the student of his/her obligations, whether it is a financial obligation or any other obligation.

### 2.3 Common provisions

Termination of occupancy contract implies that student:

- hands in his/her keys and access badge to ALEGESSEC, Résidence du Parc, 7 avenue du Parc, 95020 CERGY-PONTOISE Cedex.
- makes his/her move out inventory together with the ALEGESSEC. In case of contradiction with the inventory check-in and / or degradation, the restoration of the places may be subject to invoicing (see fee schedule)
- pays for any monthly fee due until the contract termination date.

## **ARTICLE 27: Cancellation of reservation**

Student who has applied for membership can cancel his/her reservation request within 30 days prior to the scheduled occupancy date. In this case, the security deposit and annual membership fee will be returned.

The administrative fee and admission fee will not be refunded.

Beyond this period, penalty fees of 50% of the security deposit will be charged as well as the administrative fees. These penalty fees will be deducted from the amount paid for security deposit. The annual membership fee will be refunded.



The administrative fee and admission fee will not be refunded.

#### **ARTICLE 28: Extension and renewal of the contract**

1- Extension

During their stay, student residents may ask for an extension of the length of their stay by signing an additional clause (subject to availability of places).

2- Renewal of the title of occupation:

After a stay, or during the stay, the student has the possibility to request the renewal of his contract with ALEGESSEC for a new period.

The fees will then be modulated according to the following situations:

- Renewal during the same academic year:

Renewal of the occupation title with a break period between the two titles (see fee schedule)

- Renewal for the following academic year:

Renewal of the occupation title without any break between the two titles (see fee schedule)

Renewal of the occupation title with a break period between the two titles (see fee schedule)

#### **ARTICLE 29: Change of room**

Any change of room is subject to the invoicing of administrative fees (cf. tariff scale).

The fee will be calculated by pro rata temporis occupation of each room.

#### **ARTICLE 30: Cancellation/Expulsion**

All fees incurred by the cancellation of a contract, plus the due monthly fees, will be at the cost of the student resident.

### **6. SPECIFIC TERMS**

#### **ARTICLE 31: Domiciliation**

Associations created by students of ESSEC Business School may not use ALEGESSEC halls of residence from which to operate.

#### **ARTICLE 32: Obligation of student resident**

Non-respect of the rules and regulations may be punishable by the sanctions laid out in the present document.

#### **ARTICLE 33: modification of the present rules and regulations**

The present rules and regulations may be modified upon the decision of the board.

#### **ARTICLE 34: Degradation**

Any obvious degradation of material, the premises, or furniture, or any disappearance of material placed under the responsibility of student resident(s) result in the person responsible for this degradation/disappearance covering the cost of repairs or replacement of the material(s) in question.

#### **ARTICLE 35: Sanctions**

Student residents who fail to respect the terms of the rules and regulations may be subject to financial and/or disciplinary sanctions.

ALEGESSEC reserves the right to not renew the contracts of student residents who fail to respect the present rules and regulations.

Sanctions may take the following forms:

- Suspension of access to the computer network,
- Community work,
- Official warning,
- Financial sanctions,
- Disciplinary hearing,
- Cancellation of contract and expulsion.

- Suspension of access to the computer network may be confirmed by the head of the student relations department, or the president and head of ALEGESSEC in the event of non-respect of the conditions of room occupation and in particular in the event of non-payment of monthly fees, repeatedly late payment of monthly fees or an incomplete application.

- Community work or official warnings may be confirmed by the president and head of ALEGESSEC in the event of non-respect of the conditions of room occupation and semi-private or common living areas or those pertaining to the general organization of communal life.

- All official warnings are confirmed in writing to the parents or legal guardian of the student concerned if he/she is under 18, as well as the head of the institution/program, whatever the student status.

- Disciplinary hearings are held for serious incidents or a second offence.

In the event of a serious incident or second offence, a commission is set up comprising members of the ALEGESSEC board: the chairman of the ALEGESSEC board and the director of the institution, as well as two representatives of the student body. Having heard the people concerned (students and heads of the association), the members of the commission decide upon the possible sanctions to be applied, which can go as far as permanent exclusion. This is decided upon by vote, with the chairman of the ALEGESSEC board having a casting vote. The student resident concerned by the hearing may be accompanied by an ESSEC Business School student. In the event of the student being permanently excluded from ALEGESSEC halls of residence, his/her presence is no

longer permitted, including as a visitor. The decision of the commission is communicated to the director of the institution in writing, as well as to the program directors and the student's parents or legal guardian.

<b>Rates 2018/2019 – Prices in €</b>				
	<b>Linandes</b>	<b>Port</b>	<b>Parc</b>	<b>Cergy le Haut</b>
Monthly rent single studio	577	751		590
Monthly rent double studio	489	712		528
Monthly rent couple's apartment		955		
Monthly rent ground floor studio			548	
Monthly rent upper floor studio			590	
ALEGESSEC annual membership fees	99			
Administrative fees	299			
Admission fees	199			
Fees in case of renewal of the occupation title with a break period between the two titles in the same academic year	99			
Fees in case of renewal of the occupation title without any break between the two titles	49			
Fees in case of renewal of the occupation title with a break period between the two titles in a different academic year	199			
Security deposit (reimbursable)	590			
<b>FEE STRUCTURE 2018/2019 - Prices in €</b>				
Management fees in case of room change ( <i>article 29</i> )	90			
Replacement of key cylinder + mailbox key ( <i>article 14</i> )	25			
Replacement of mailbox key ( <i>article 14</i> )	10			
Replacement of access badge ( <i>article 14</i> )	25			
Replacement of key cylinder + room key ( <i>article 14</i> )	149			
Recovery fees in case of non-payment ( <i>article 23</i> )	19			
Recovery fees in case of litigation ( <i>article 23</i> )	99			
Intervention of ALEGESSEC	From 20 to 90 €			

## DEGRADATION

Damaged floor	Price per tile : On quotation Price per sqm : On quotation Number of tiles or of sqm : .....
Dirty walls and/or ceiling (need to be repainted)	Number of sqm (25 €/m <sup>2</sup> ) : .....
Dismantled furniture	<input type="checkbox"/> 50 €
Damaged mattress	On quotation
Broken blind(s)	On quotation
Damaged door	On quotation
Other :	On quotation

## RATES IN CASE OF DEGRADATION OF THE ROOM

Room not emptied	75 €
Housework Package	125 €
<b>KITCHEN</b>	
Sweeping and cleaning the floors (even under the fridge)	15 €
Non-cleaned or non-emptied fridge and/or freezer	15 €
Hotplate not cleaned	15 €
Dirty sink	15 €
Dirty kitchen shelves	15 €
Trash not emptied	15 €
Non-cleaned or non-emptied bins	15 €
Dirty tables and chairs	15 €
Spots or posters on the walls	15 €
Other :	On quotation
<b>BATHROOM AND WC</b>	
Floor unwashed	15 €
Dirty WC	15 €
Dirty shower	15 €
Dirty washbasin	15 €
Dirty mirror	15 €
Non-emptied or dirty bin	15 €
Other :	On quotation
<b>ROOM</b>	
Non-vacuumed and/or unwashed floor (even under the bed)	15 €
Non-emptied and/or non-dusted closet	15 €
Dirty desk	15 €
Stained mattress cover	15 €
Dirty and/or non-emptied wastebasket	15 €
Dirty bookcase	15 €
Dismantled furniture	50 €
Moved furniture	15 €
Spots or posters on the walls	25 €
Other :	On quotation

# **RULES AND BEHAVIOR IN THE FITNESS ROOM**

- 1. As long as you use the fitness room, you must be able to prove your membership to the ESSEC School with a student or a staff member card. The card can be requested at any time by any member of the Sports Office or by a staff member of ALEGESSEC.**
2. Sportswear is required, clean sports shoes, a pair of shorts, T-shirts and sweatshirts. Street wear is forbidden.
3. Before using the apparels, you have to put a towel on them in order to avoid spreading fungus infections and to keep them clean.
4. No smoking and no eating in this room...but don't forget your bottle of water.
5. After using material, please unload the weights or disks and put them away. In order to avoid accidents, weights and dumb-bells must be put away carefully.
6. During courses, you may not train on your own except if the trainer allows it.
7. Shoes are forbidden on the mat, as are chairs and tables. Furniture may not be brought into this room.
8. If you don't follow these rules, you will lose the right to practice any sport and to take part in any sports activities.

**This is your room. Please be respectful for others and for the material at your disposal. Transmit the premises to future classes in the same good condition that you found them.**

**For further information, call the Sports Association at 01 30 30 53 90.**

**Thank you for your attention and understanding. Have a good practice session.**

**Your Sports Association**