Artevelde University of Applies Sciences
student homes house rules

Savaan house // Jeruzalem house // Bagatten house// Poort house // Sint-Anna house

AY 2026-2027

These house rules are an integral part of the rental agreement.

1. Cancel or terminate your rental agreement before the start date

   1.1. Once the rental agreement has been signed, it is legally binding. That means that you cannot just cancel or terminate.

   1.2. If you change your mind about renting the room before signing the rental agreement, then you can cancel your application for free. Please mind, if you do not return the rental agreement within the provided term, then this will also be considered a cancellation. Your room will then be made available for further renting.

   1.3. Did you sign the rental agreement and do you want to terminate it? You will pay a termination fee equal to 2 months of rent if the rental agreement is terminated less than 3 months before it comes into force.
   Example: on 25 August, a student cancels their rental agreement that will begin on 13 September. They must pay a termination fee of 2 months of rent.

   1.4. An exemption of the termination fee my be requested by tenants who, in the academic year for which they have taken out a rental agreement, do not meet the admission requirements for renting a room before the start of the academic year. This is the case if the tenant has failed and is not allowed to continue their studies. You can request an exemption if you present proof from the educational institution. A tenant who decides to enrol in a different educational institution cannot request an exemption.
   The termination fee will be recovered through an invoice in the academic year for which the request was submitted, when there is a final conclusion concerning the enrolments.

   1.5. If you are not present at the appointment for the key transfer of the rental agreement and you do not contact the housing office in writing, then this will be considered a cancellation and you will have to pay 2 months of termination fee.

2. Rental price
   2.1. The bare rental price is determined per academic year and depends on the provided level of comfort. It covers the rent of the room and the furniture, the cleaning of the communal areas.
   2.2. The fixed costs cover the utilities (electricity, gas and water) and the wireless internet.
   2.3. The sum of the bare rental price and the fixed costs is the total rent. This amount must be paid in full in the bank account within the provided term and stating the reference as described in the rental agreement.
   2.4. A monthly invoice will be issued for the rental, stating the rental period, the price, and the payment terms. The student should set up a standing order at the bank so that the rent is paid on time.
   2.5. The rent is preferably paid by means of an online bank transfer. In exceptional cases you can pay with card at the office. For this to do so, the student makes an appointment with the Housing Office.
   2.6. If the rent is not paid on time, the student will receive a reminder. If the rent is still not paid after this warning, then a collection agency will take over. Rent arrears may result in the lease agreement not being renewed.
   2.7. Cleaning products, toilet paper and green residual waste bags are <u>not</u> included in the rent and are provided by the student.
   2.8. If you are having difficulty paying the rent or if there are other problems that make it impossible for you to stay in your student room, then contact your campus staff member or the Housing Office.

3. Access
   3.1. Apart from a room key, you will also receive an electronic key or badge. Entry and exit are thus registered and may be consulted by the Housing Office.
   3.2. In order to protect the property and the safety regulations and house rules, the landlord may use surveillance cameras in and around the student home and may collaborate with a security company.
   3.3. The front and back door must always be locked. This to guarantee everyone's safety. Also lock the door of your room if you are absent. You are not allowed to change the locks.
   3.4. The Housing Office will only enter the room after notifying the student, except for reasons of urgency.
   3.5. Parking cars on the terrain or in the parking area of the student homes is not allowed.
   3.6. The passage and access to the communal areas must be kept clear at all times.
   3.7. Access to the roof and the emergency staircase is not allowed.

4. Furniture

4.1. The rooms and studios are furnished.

4.2. The following furniture is available in all student rooms:

- Bed frame with slatted bed base (without mattress) with measurements 200 cm x 90 cm.
- Desk
- Wardrobe
- Wash basin with cold and hot water
- Waste bin
- Fixed mirror
- Coat rack
- Curtains
- Internet router

4.3. In the rooms for exchange students, the following items are also available (included in rental fee):

- a mattress of 200 cm x 90 cm, pillow, mattress protector and duvet
- an office chair

4.4. The rooms in Home Poort, Savaan, Jeruzalem and Bagatten have a fridge with freezer compartment.

4.5. The furniture in the room cannot be replaced by the student's own furniture. Adding an extra bed or sofa-bed is not allowed.

4.6. Personal furniture may not be left behind upon leaving the rented property. The costs for the removal will be recovered from the tenant.

4.7. In the communal kitchen, a basis of kitchen utensils is available that is being shared with all residents.

4.8. A double room or studio consists of 2 separate single beds.

5. Key transfer

5.1. On the day when the rental agreement starts, the keys will be provided to the tenant. A staff member of the Housing Office will contact the tenant and provide the required instructions.

5.2. The keys are only provided if the rental contract has been signed and the rental deposit and rent of the first month have been paid. Also the student meets the conditions for renting. You are registered at Artevelde UAS before the start date of your rental agreement.

5.3. If the tenant cannot be present during the Key transfer, then they must notify the landlord in writing.

5.4. In case of key loss or damage the tenant requests a new key from the Housing Office via pandbeheer@arteveldehs.be. The cost for making a key is € 75 per key for the blue key and the room key, € 15 for the locker key. The follow-up occurs only during working hours.

6. Moving into the living unit

When moving into the room, a digital commencing inventory is provided to the tenant. The tenant passes on potential remarks and sends back the inventory within 7 days. If no inventory was submitted within the specified period, then the tenant is deemed to have received the room in good condition.

7. Communication

7.1. Check your Artevelde UAS inbox and private inbox regularly for communication by the Housing Office.

7.2. At the start of every semester, a residents event takes place. Attendance is recommended.

7.3. Ensure a correct administrative follow-up (e.g. sign house rules, pay rent punctually, ask permission for activities, report defects, etc.).

7.4. For questions on administration you can turn to housing@arteveldehs.be, for technical reports you can turn to my dinar > applications > 9090- servicedesk > student houses

8. Bridge-builders

8.1. Our bridge-builders are student who lives in the building and forms the bridge between the housing service and the residents. As residents, they know what is going on in their digs and they are a point of contact for their fellow residents. Housing helps ensure that it is pleasant to stay in the student housing. The residents can come to them with questions or concerns. are residents who help creating and maintaining a pleasant environment in the student homes. Bridge-builders create a bridge between the residents and the Housing Office. Additionally, they are responsible of the safety and social quality of life in the building.

8.2. In every building, there is a list with the names and contact details of the bridge-builders.

8.3. Are you, as a resident, interested in becoming a bridge-builder, then please contact the Housing office. You will receive a monthly volunteer allowance.

9. Fire safety and consumption

9.1. It is forbidden to keep, install or use flammable or dangerous goods in the rooms and communal areas. *For instance: extra fridge, heating devices, deep fryers, air fryers, fondue sets, toasters, candles, etc. (not exhaustive).*

9.2. Charge your electrical devices safely with an undamaged charger. While charging, keep your battery chargers away from flammable materials, such as your mattress. Take your charger out of the socket as soon as the device is fully charged.

9.3. The fire prevention materials (such as smoke detector, fire hose, etc.) are checked annually and approved by the authorised services. Sabotage of fire prevention materials is considered a serious violation.

9.4. If the tenant or their visitor(s) set of the alarm wrongfully, an intervention cost of € 100 will be charged. If the fire department and/or police have intervened, then the possible costs will be charged to the student.

10. Social behaviour

10.1. Deal respectfully with housemates, neighbours, the Housing Office and other service-providers in the student homes.

10.2. There is a zero tolerance for serious misbehaviour *(e.g. theft, vandalism, use of and dealing illegal substances, unwanted intimacy, etc.).* Repeatedly asocial behaviour that affects the calm rental enjoyment of the co-tenants *(for instance smoking in the room, noise, bullying, physical or verbal violence, unmanageable visitors, etc.)* will not be tolerated. This leads to dissolution of the rental agreement.

10.3. Between 23:00 and 6:00 it should be quiet and the communal areas are not to be used. The student makes sure that they do not disturb the peace of the housemates, neighbours and passers-by of the student home.

10.4. Parties or meetings in the building and in the (inner) courtyard/garden are forbidden without prior written consent of the Housing Office.

11. Smoking, alcohol, drugs

11.1. Smoking and vaping are forbidden in and around the entire building, so in the rooms as well as the communal areas.

11.2. Be responsible about alcohol consumption. Inappropriate or disturbing behaviour because of excessive alcohol use cannot be tolerated.

11.3. There is zero tolerance for drug use (both soft and hard drugs) and dealing in the building (both communal and private areas) and on the terrain. This leads to dissolution of the rental agreement.

12. Visitors

12.1. Only let your own visitors enter the student homes.

12.2. Visitors are allowed between 7:00 and 23:00, provided they do not cause any nuisance and the student who lets the visitor(s) enter is present for the duration of the visit.

12.3. Visitors must adhere to the provisions of these regulations, and can - in case of non-compliance - be denied access to the student homes.

12.4. You are fully responsible for the behaviour of your visitors and the potential damage or nuisance they cause.

12.5. Letting visitors sleep in the rooms or communal areas is forbidden.

12.6. Visitors are not allowed to use the showers. They are also not allowed to cook in the kitchens or kitchenettes without presence of the tenant.

13. Order, cleanliness, maintenance

13.1. Keep your own room tidy and clean it regularly. The rooms checklist will serve as a guideline. The cleaning staff only cleans the communal areas.

13.2. Only drawing pins can be used for 'decorating' the walls. In Home Poort, only the use of the notice board is allowed for this. No (publicity) signs can be attached to the windows. And decoration cannot be attached to the doors or furniture. Damage to walls, ceiling, floor and furniture will be charged at the end of the rental agreement.

13.3. The windows on the inside of the student room must be cleaned regularly by the tenant. Housing arranges for the outside of the windows of the entire building to be cleaned at least once per year.

13.4. There is no washing machine in the student home. The student can go to the nearest launderette.

14. Room check

14.1. Each semester, an announced room check may be organised to check the cleanliness and neatness of the room, check if there are no technical defects, and if there is a risk of damage due to lack of correct maintenance, as to prevent costs at the end of the rental agreement. During a room check, it is also checked whether the tenant keeps to the rules, as described in the house rules.

14.2. If, from the announced visit, it appears that the rented property is not maintained properly or the tenant fails to respect the house rules, then an extra visit will be carried out. If the tenant is still negligent, then this may lead to a notice of default or sanctions.

15. Shared rooms and maintenance

15.1. The maintenance of the student home is a task of every resident with support of the Bridge-Builders and the Housing Office. We will put up a rotating schedule with a task division in the communal kitchen and spread it via the usual digital channels. If it appears that the tasks are not being carried out, sanctions may follow. In this way, together we can keep the student home cosy for everyone.

15.2. Leave the communal kitchen and kitchenettes clean after use and put away personal items in your locker or in the kitchen cabinets. The residents ensure that the shared kitchens and living areas are left clean for the weekend.

15.3. The corridors, stairs, escape routes and passage ways must always be kept free. Do not leave any waste or other stuff in the corridor or in front of your door.

15.4. The shared sanitary facilities and personal wash basin are intended for normal use. Doing the dishes is only to be done in the sink of the kitchens or kitchenette.

15.5. The shower drain cover must be made free of hairs after every shower. Make sure the showers do not get clogged. In case of blockage in the personal showers, a charge will be made.

15.6. Leave behind a clean toilet or kitchen and keep it nice for the next user. This will prevent frustration and is vital for a pleasant stay!

15.7. The maintenance of the corridors, stairwell and shared sanitary facilities of the building is done by the cleaning staff. The tenants treat the shared rooms and the present cleaning staff with respect. Residents are not allowed to give instructions to the cleaning staff, but can pass on their remarks to the Housing office.

16. Waste management

16.1. Household waste must be sorted and presented according to the Ivago guidelines. In the communal kitchen residual waste, *PMD* (plastics, metal and drink cartons), glass and paper are collected. PMD is collected in the kitchenettes.

16.2. Provide a paper bin and household waste bags in your own room. You must take the waste you collect in your room to the collecting points outside. An exception is the PMD waste, which you can put in a blue PMD bag in the kitchenette in your corridor or in the kitchen.

16.3. Fruit, veg and garden waste (GFT) needs to be separated in the green container. GFT waste must be disposed of immediately to prevent smells as well as fruit flies and pests. You can use light green compostable bags for GFT waste.

16.4. Outside there are large containers to put your waste in. Make sure to put your waste in the right container.

16.5. Materials that do not belong in regular household waste should be brought to a container park (recycling centre).

16.6. Illegal dumping is forbidden and may be penalised. Putting waste in bags other than the official IVAGO bags is also considered illegal dumping.

17. Pests

The presence of pests must always be reported. Controlling pests is at the cost of the tenant, except if the problem already existed at the start of the rental period.

18. Internet service

18.1. You should leave the internet router cable and box in the room plugged in.

18.2. The login details are the same as the ones you use to log in on campus. You receive these login details when you enrol at Artevelde UAS

19. Energy consumption

19.1. Think of the climate and use heating, electricity and water prudently. In this way, you help to keep it affordable for yourself and other future residents as every year, the fixed costs are recalculated according to the real cost of water, heating and electricity of the past year.

19.2. There will not be a final account of energy at the end of your rental term.

20. Pets

Keeping pets is not allowed.

21. Bike and car parking spaces

21.1. Put your (electrical) bike (or other two-wheeler) in the provided parking space and put a label on your bike (you can get one at the Housing Office).

21.2. Visitors can put their bike in a public bike parking on the street.

21.3. At regular intervals, the Housing office checks unlabeled and improperly parked bicycles or other two-wheelers. These may be removed and/or you may be fined.

22. Theft, accident, damage

22.1. The Housing Office is not responsible of theft.

22.2. Damage or defects in your room or in the communal areas must be reported instantly to the Housing Office. For technical reports you can turn to my dinar > applications > 9090-servicedesk > student houses or you can address one of the Bridge-Builders. Is there an emergency? Call the emergency services on 112.

22.3. The tenant is in charge of the damage caused by themselves or someone they allowed to enter the building/room. The landlord is not liable for accidents.

23. Maintenance and repairs

23.1. In general, it applies that the tenant must manage the residence with due diligence.

23.2. Big repairs or replacements of devices that are not functioning are at the charge of the landlord, except when they can demonstrate that the defect was caused by the tenant, for instance by incorrect use or lack of maintenance. Repair costs for damage caused by force majeure or wear and tear can never be charged to the tenant

23.3. The tenant, however, does have a reporting obligation: damage that is to be repaired by the landlord must be reported by the tenant to the landlord timely, so they can intervene on time. If the damage gets worse because the tenant has not observed their reporting obligation, then they must bear the cost of repair or maintenance themselves.

23.4. Lamps that do not work, including of the oven and cooker hood, will be replaced by the Housing Office. For technical reports you can turn to my dinar > applications > 9090-servicedesk > student houses

24. Availability

The Housing Departement is available on business days during the usual working hours. We cannot be reached at weekends, on public holidays and collective closing days.

25. Subletting and rental transfer

25.1. When the student is leaving Ghent because of an exchange programme or doing an internship, they are allowed to sublet their room to another student or transfer the rent. This must be reported to the landlord in writing. The landlord, however, needs a just reason to refuse.

25.2. In all other circumstances, subletting or rental transfer is only allowed if the student received prior written consent from the tenant.

25.3. Contact the Housing Office before subletting. You will receive a standard rental contract that you fill out together with the subtenant. You also must prove that it concerns an internship and that the subtenant is a student. The tenant keeps full responsibility for compliance with the rental agreement towards the landlord.

25.4. In case of rental transfer, the rental agreement will be transferred to another student of Artevelde University of Applied Sciences that has submitted an application online and meets the conditions to be able to rent. The original rental agreement will be terminated. In case of rental transfer, a new rental agreement will be drawn up.

25.5. The current resident will search for a new tenant. The housing department can, upon request, contact people on the waiting list.

26. Renewal of the rental agreement

The rental agreement of degree-seeking students and exchange students will not be extended automatically.

27. Terminate rental agreement upon termination of studies

27.1. The rental agreement can be terminated early if the studies are stopped. To do this, you provide us with a deregistration certificate and email it to housing@arteveldehs.be . Your notice period of 2 months starts from the 1st day of the month following the month in which the notice of termination was communicated. You will continue to pay rent for as long as your notice period expires.

For example, you stop studying on January 15th . Your notice period starts februari 1st and ends March 31st . You must submit your deregistration certificate before January 31st.

27.2. Graduating in February also includes discontinuing your studies. Consequently, you can terminate your rental agreement upon presentation of a deregistration certificate.

27.3. Exchange students can only terminate their rental agreement if they stop studying in their home country.

28. Termination of the Rental Agreement

28.1. In case of termination, the outgoing inventory will be drawn up by the landlord.

28.2. At the end of the rental agreement, the tenant agrees to return the student room in the same condition as at the commencement of the rental agreement. In the event that the rented property does not match the commencing inventory, then the costs for cleaning,

repairing, and/or replacement will be charged against the applicable rate by means of withholding the deposit and/or additional invoices containing the cost statement.

28.3. A departing resident will receive a check out list and will leave the room clean and in good condition.

28.4. The room and the keys will be checked on the day of the departure. In case of late or incorrect execution of the cleaning obligation and/or repair works, the costs can be deducted from the rental deposit. The student will be notified of this in writing and has 7 days to reply. Next, the remaining deposit will be paid back to the tenant who left no later than 3 months after the departure date to the account number used to pay the deposit.

29. Penalties and measures

29.1. If the tenant does not comply with the provisions of these house rules and/or commits criminal offences, then the Housing Office will notify the tenant of this in writing (by email). This applies as an official warning and may come with a fee.

29.2. If fees are imposed, then the severity of the violation, potential relapsing behaviour and the personal file are taken into account.

29.3. In case of repeated violations, the Housing Office can start a procedure to dissolve the rental agreement. Resulting from this measure, the tenant may have to pay a termination compensation.