



Student Housing Policy

1. **Description:** The housing fee includes furniture, bedding, air-condition, TV, fridge, microwave, water boiler, hair dryer and basic room cleaning (weekly as scheduled by SALA). Towels, toiletry and cutlery are not provided. Only light cooking by microwave is allowed in the room. The housing fee does not include electricity, water, telephone, additional room cleaning or other charges. The student(s) are responsible for paying these monthly utility bills in Thai Baht directly to the SALA reception before the payment due date.

The student(s) are also responsible for the linen rental and cleaning fees of 1,000 Baht charged to their housing deposit. This is a one-time charge and does not include any damages (Effective: Spring I, 2018).

2. **Duration:** This agreement will terminate automatically and without any further notice, at the end of the period stated in Clause 1 above. Student(s) desiring to continue with the lease shall sign a new agreement. It is understood that the terms of the new agreement may be different from this agreement.
3. **Rental:** The student(s) will be charged full housing fee for the duration as shown in the Student Housing Lease Agreement signed and agreed upon within a week of check-in, even if the student(s) vacate the room before the completion of the rental period.
4. **Lease:** The room is leased to the student(s) whose name(s) appear on the Student Housing Lease Agreement only. The student(s) shall **not** transfer, or assign his/her right or lease the room to any other person at any time.
5. **Occupancy:** WUT agrees to lease the room to the student(s) for use as a residence and student(s) shall not use the room for any other purpose. The room will be occupied by no more than 1 person in a single room or 2 persons in a double room. The room is for use by WUT students only. Individuals who are not WUT students or WUT students who are not under contract are expressly prohibited from residing in the room. Student(s) are not permitted to share or to sublet WUT housing room with non-WUT students.
6. **Guest Policy:** Guests or non-residents are not permitted to stay overnight at WUT housing.
7. **Check-in & Check-out dates:** Student(s) are permitted to check-in 4 days before the first day of class and may check out up to 4 days after the end of final examinations in a semester and 2 days after the end of examinations in a term. Additional charges apply for early check-in or late check-out.
8. **Residents:** All student roommates must be of the same gender.
9. **Utilities:** Students shall pay electricity, water, telephone charges, additional room cleaning or any other charges at the rates specified by SALA Management at the beginning of the agreement. Payment must be made directly to the SALA reception, and before the due date specified by SALA. Failure to pay utility bills by due date shall entitle SALA to cease providing services and/or charge additional fees. The students are responsible for any late payment fee or reconnection charges. Non-payment of charges shall entitle the WUT to terminate the Agreement.
10. **Breach of Agreement:** If the student fails to pay the housing fee or utility bills, or is in breach of any provision herein, or is placed under receivership, WUT shall be entitled to terminate the Student Housing Lease Agreement and forfeit the housing fee and deposit forthwith.
11. **Room Condition, Alteration & Maintenance:**
 - i. WUT will make all efforts to provide an alternative room in case the assigned room has defects that cannot be fixed by SALA.
 - ii. Students shall take due care and maintain the room, including all fixtures and appliances, in good order and working condition. The student(s) will obtain a written permission from SALA before making any changes, modifying, constructing, adding or repairing any items in the room. Such permission notwithstanding the student(s) shall still remain fully liable for any damage incurred, and for returning the room in the original condition at the time of check-out.
 - iii. Students shall not remove any furniture or fixtures from the room and/or put furniture on sale, sale for redemption, mortgage, pledge or other acts that shall create any encumbrance to the furniture whether in part or whole. The student shall be obligated to maintain the furniture in good condition, with the exception of wear and tear from normal use. The student is liable for repairing any damage at his/her expense.
12. **Decorum:** Students shall not cause or allow any person to cause any disturbances or perform acts that are contrary to good morals, against the law, or likely to be dangerous to the room, or cause any damage, noise or nuisance.
13. **Roommate Agreement:** Students must respect the privacy of their roommates. If students cause repeated disruptions to their roommate(s), they will be forced to upgrade to a Single Room and will have to pay additional charges for the same.
14. **Prohibitions:** Students shall not keep any pet, narcotics, alcohol, illegal or dangerous property inside the room.
15. **Room Inspection Form:**



- i Students must complete the room inspection form and submit to the Resident Assistant (RA) within 3 days after check-in date. This will ensure that students are not wrongfully charged for damage or loss of items for which they were not responsible. Failure to complete and submit the form will result in the student incurring the charges of all damages or losses regardless of responsibility.
 - ii At the time of check-out, students are responsible for returning the room, fixtures, appliances and furniture in good working condition. The property check form must be completed by the students and signed by the RA as evidence of handover in good condition.
 - 16. **Inspection:** Students shall permit WUT or SALA, or any person designated by the WUT or SALA, to enter the room for inspection at all times. WUT reserves the right to enter/inspect the room in case of health & safety concerns or in case of an emergency.
 - 17. **Housing/Security Deposit:** Students will provide WUT with a refundable security deposit. Students shall be obligated to pay the housing deposit within 7 days of the date on the invoice issued by WUT. The housing deposit refund process starts only after student has completed check-out and submitted all required forms (*End of Contract Form, Deposit Refund Form, Copy of Passport and Bankbook*). The process takes anywhere between 3-8 weeks on a case-by-case basis. Complete information regarding deposit, refund and etc. is available in WUT Finance Policies.
 - 18. **Placement & Use of Space:** The University reserves the right to make room changes and to consolidate roommates when necessary: i.e., if a resident vacates a room, the remaining resident must be willing to accept another roommate or move to another space when requested by the University to do so. In case the student does not have other roommates in quads, the student may be put in a different room type until all roommates arrive. Once other students choosing the same room type have arrived, the student may be asked to move back to the previously chosen room type. Students must be prepared to change their room type depending on the circumstances. If the student(s) is unwilling to move back to the previously assigned room, he/she must upgrade the room type and pay the increase in rent.
 - 19. **Change of Room Type:** Students are not allowed to downgrade their room type until the end of the agreement. Students may upgrade their room type if the requested room type is available. Additional charges will be applied depending upon nature of upgrade.
 - 20. **Liability:** The student(s) or his/her representatives, shall not be entitled to make any claim or proceed with any civil or criminal actions against the WUT or SALA on the terms and conditions of the Student Lease Agreement.
 - i The student hereby releases the University from all liability for and waives any and all right to bring a claim against the University for: All costs due to loss, theft, or damage to student's personal property. The student agrees to be responsible to make sure he/she is adequately insured for such losses. The student may find that he/she has personal property insurance coverage under the homeowner's insurance policy of a parent or legal guardian. The University urges students to obtain their own insurance for losses due to such causes.
 - ii The student agrees to be responsible for all costs for medical or mental health services for illness, injury, emergency services, hospitalization, or treatment.
 - 21. **Dismissed Students:** The student who is dismissed from WUT will automatically be expelled from WUT housing. Dismissed students must vacate WUT housing within 24 hours of receiving the dismissal notice. No refund of housing fee for the unused period will be made. Dismissed students do not have the right to stay or share room at other WUT housing if expelled from one.
 - 22. **Termination:** Upon the termination of this agreement by whatsoever reason, the student(s) shall hand over possession of the room to WUT or SALA. If the student fails to hand over possession, WUT shall be entitled to remove any obstacles, or block or lock the entrance door, forthwith. WUT shall also be entitled to remove the student's property from the room forthwith. In such case, the student shall not be entitled to claim any damages or take any civil or criminal action against the WUT against such removal.
 - 23. **Notices, Deliveries & Mails:** Any notice delivered by WUT or SALA to students, posted expressly at the room, at the building where the room is located shall be deemed duly delivered upon the date of such delivery or post.
 - 24. **Loss & Damage of Property or Persons:** SALA or WUT shall not be responsible for any loss or damage to the student(s), their property, benefit, or to any other person incurred within the room. Students shall be responsible for such loss or damage.
 - 25. **Residency Requirement:** All first-time undergraduate students enrolled at the Webster Cha-am Campus, are required to live in the SALA housing for two semesters or four terms. For details of exemption, please refer to the WUT website at <http://www.webster.ac.th/currentstudents/housing/>
 - 26. **Thai Immigration Rules:** Students are required to comply with all Thai Immigration rules and policy regarding their stay in the Kingdom of Thailand.
- Any matters not appearing in this Student Housing Policy shall be subject to the provisions regarding "Hire of Property" as stated in the Thai Civil and Commercial Code.



In addition to WUT Student Housing Policy and conditions of the Student Housing Lease Agreement, all WUT policies also apply at WUT housing. SALA reserves the right to formulate additional policies, rules or regulations. These policies automatically apply to students residing at the property.

- This Agreement is made in duplicate. One copy is for WUT and the other for the student(s). Both parties, have read and understood the contents of this agreement, have placed their signatures as acceptance of the terms stated herein.