



# THE UNIVERSITY OF THE WEST INDIES MONA CAMPUS



## REX NETTLEFORD HALL

Mona, Kingston 7  
Tel: 977-6083, 977-0214 | Fax: 977-5644  
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### DATA SHEET

**NOTE: PLEASE COMPLETE ALL RELEVANT QUESTIONS IN BLOCK CAPITAL**

#### PERSONAL DATA

Name \_\_\_\_\_  
Surname First Name Middle Name(s)

ID#: \_\_\_\_\_ Gender:  Male  Female

Home Address: \_\_\_\_\_ Date of Birth(D/M/Y): DD / MM / YYYY

\_\_\_\_\_ Country: \_\_\_\_\_

\_\_\_\_\_ Religion: \_\_\_\_\_

\_\_\_\_\_ Denomination: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Local Mobile #: \_\_\_\_\_

Room #: \_\_\_\_\_ Faculty: \_\_\_\_\_

Major: \_\_\_\_\_ Status:  Undergraduate  Postgraduate

Status:  1st  2nd  3rd  4th  5th  Other (Please Specify: \_\_\_\_\_)

Email \_\_\_\_\_ 1.

Address (es): \_\_\_\_\_ 2.

Serious Illness: \_\_\_\_\_ Family Doctor: \_\_\_\_\_

Disability: \_\_\_\_\_ Address: \_\_\_\_\_

Special Skills: \_\_\_\_\_ Telephone #: \_\_\_\_\_

\_\_\_\_\_

#### CONTACTS IN CASE OF AN EMERGENCY

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_

Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### EXCHANGE STUDENTS ONLY

Please indicate the University/Collage where you are from: \_\_\_\_\_

Expected length of stay at U.W.I. Mona \_\_\_\_\_

#### FOR RETURNING STUDENTS

Have you ever lived in Hall?  Yes  No

If yes, please indicate the Hall: \_\_\_\_\_

If yes, please indicate the period (Year to Year): \_\_\_\_\_ YYYY to \_\_\_\_\_ YYYY

If yes, please indicate any student leader position you may have held on Cluster/Block/Hall: \_\_\_\_\_

If yes, please indicate any hall co-curricular involvement: \_\_\_\_\_

Please indicate any U. W. I. Involvement: \_\_\_\_\_

#### IMPORTANT TO NOTE:

You are to remain in the cluster and room that have been assigned to you. Failure to do so will result in losing your place in hall.

Signature: \_\_\_\_\_ Date of Arrival: DD / MM / YYYY



# **HALL OF RESIDENCE LICENCE AGREEMENT**

## **THE UNIVERSITY OF THE WEST INDIES, MONA CAMPUS**

### **REX NETTLEFORD HALL**

This Agreement is made on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ between The University of the West Indies, Mona, Jamaica, established by Royal Charter (hereinafter called “The University”) on the one part, and \_\_\_\_\_ (Identification Particulars \_\_\_\_\_) a member of the University of the West Indies community (hereinafter called “the resident”) on the other part, whereby it is agreed as follows:

1. The University shall, on the payment of the required fee by the resident, provide him/her with accommodation in the Hall of Residence for the academic year 2015/2016. The said period runs from the **28th day of August 2016** to the **19th day of May 2017**
2. Summer residence may be applied for through the Lodging Office.
3. The policies, rules and regulations of the University, have full force and effect in this Agreement and violations of these regulations are strictly prohibited.
4. By this Agreement the resident is granted a licence and NOT a tenancy, to use the room assigned by the University, and the possession of the premises is retained by the University subject to the rights created by this Agreement.
5. The room in the hall of residence to which the resident is assigned shall be determined by the University.
6. The student shall pay the fee charged for the academic year of Two Hundred and Forty Thousand, Six Hundred and Twenty Dollars (**J\$240,620.00**). The said fee shall be paid in accordance with the University’s payment guidelines.
7. The resident shall not assign this Agreement or sublet the room or any part thereof (either for monetary consideration or otherwise). The room is to be used only as the resident’s residence.
8. The accommodation provided is to be occupied solely by the resident.
9. The University reserves the right to assign a resident to another room.
10. No credit or refund will be granted for any time spent away from the hall of residence, except in accordance with Section III Regulation 2 of the Charter of Hall Principles and Responsibilities.
11. The student is required to give at least one month’s notice if he/she wishes to relinquish the room.
12. If the resident relinquishes his/her place in the hall of residence before the expiry of this Agreement, part of the fee paid for accommodation may, at the discretion of the University, be refunded to him/her on a pro-rated basis.
13. If the resident is dismissed from the University or its affiliates during the life of the Agreement, part of the fee paid for accommodation may, at the discretion of the University, be refunded to him/her on a pro-rated basis.
14. The resident is required to deliver possession of the room in the same condition it was let to him/her.
15. The resident shall ensure that all refuse is safely disposed of each day at the appropriate collection points.
16. The resident shall ensure that his/her guests conform with all University rules and regulations. The presence of a guest must not pose a burden or infringe on the privacy, privileges or possession of the other members of the hall. All guests must respect the rights of others to the quiet use and enjoyment of the hall. The resident must accompany his/her guest at all times. The University reserves the right to require guests to leave the premises, the building, or the University Campus if such guest violates University rules or regulations or the law of the land, and/or if such guest disturbs other occupants of the Hall.
17. Residents may not host anyone who is known to be unwelcomed or unapproved to be in the hall of residence or anywhere else on the Campus.
18. The resident shall ensure that his/her guests abide by the established visiting hours of 8:00 am – 1:00 am. Anytime spent over the said visiting time will be regarded as an overnight stay. A resident who breaches this rule shall be warned on the first occasion and shall be charged a fee for the overnight guest’s/guests’ stay. This Agreement will automatically terminate on the second violation of this rule and said violation will also attract a charge for the overnight guest’s/guests’ stay and the resident may be excluded from University housing.
19. The University shall provide basic furniture for the use of the resident.

20. The room furniture should not be placed in the yard or on the balcony.
21. Items of clothing, rugs, mats etc. should not be spread on the balcony, windows, railings or anywhere not designated by the hall management.
22. The resident is expected to exercise reasonable care to preserve the condition of the facility and to reasonably maintain the assigned living space and common areas relative to order, cleanliness, and safety. The resident will be held financially accountable for the cleaning, repair or replacement cost associated with any damage or defacement to the assigned room or furnishings therein, except for normal wear and tear. The resident assumes responsibility for the dealing, care and cleaning of the room/studio and its furnishings, and for maintaining acceptable sanitation and safety conditions. Any cost associated with any breach of this condition by the resident's guest(s) will be charged to the resident's University account.
23. Posting of unapproved signs or any other objects on the exterior or interior of buildings is prohibited.
24. The resident is not authorize to paint, make additions, make alterations or otherwise change the character of the room.
25. The University reserves the right for its officers to enter the room of the resident at all reasonable times for the purpose of inspection, maintenance and repair. In emergencies, rooms may be entered at any time, except that when a security matter is being investigated the room will not be entered in the absence of the resident, save in extraordinary circumstances.
26. Where the resident has not paid for a room, the University is absolved of its obligation to provide such accommodation and through its authorized agent has the right to enter that room at any time for the purpose of collecting the fee or evicting the resident.
27. The resident shall observe "quiet hours" from 10:00pm to 8:00am every day. "Quiet hours" are times when conversations, music, and other noises must be kept at a low level and should not be heard outside of the resident's room. Residents must observe "quiet hours" both inside and outside of on-campus housing. Notwithstanding the "quiet hours", the resident is expected to be considerate of his/her neighbours during all hours of the day. Residents approached about noise are expected to comply with the request as if it were "quiet hours". During all examination periods, a 24-hour "quiet hours" policy is in effect. Residents who are disturbing others by violating this policy may be asked to vacate the hall.
28. The University shall not be responsible for the safe keeping of the personal property of the resident or his/her guest.
29. Smoking is prohibited in all areas of University residence halls. The halls of residence are designated as smoke-free environments and a resident who breaches this rule is liable to be excluded from University housing.
30. The unauthorized use, possession, sale and/or distribution of controlled substances including marijuana and other illegal drugs as defined by the Dangerous Drugs Act of the country are prohibited. Drugs or drug-related paraphernalia are prohibited and may be confiscated and used as evidence.
31. Any resident, who is found to be in possession of, or from whose room the odor of marijuana emanates, or who smokes or otherwise uses marijuana or permits the room or any part of the hall to be used for the smoking of marijuana or any illegal substance will be excluded from University housing and the matter will be referred to the Campus Police.
32. This Agreement is cancelled immediately upon the resident's withdrawal from the University.
33. If the student withdraws from classes during the Agreement period, but fails to notify the SSDM, he/she may be subject to denial of any future University housing.
34. A student who vacates a room or moves off a hall of residence hall, but fails to notify the SSDM or fails to sign out the assigned key, this will result in the student's continued responsibility to pay accommodation charges hereunder, despite his/her having vacated the premises, until the said key is signed out accordingly and may be further charged for the changing of the lock for security reasons.
35. All residence hall keys and/or swipe cards remain the property of the University and must not be duplicated.
36. Residents are not allowed to lend, sell, or transfer a University key to any person.
37. Residents must report lost or stolen keys or swipe key cards immediately to the Operation Supervisor assigned to the hall or residence.
38. All assigned keys and/or swipe cards must be returned at checkout, withdrawal or removal from the hall of residence, whichever occurs first. Fees will be assessed to the resident's university account for any unreturned keys or key cards. Any violation of this key policy constitutes misuse of University property and is a violation of the Charter of Hall Principles and Responsibilities.
39. Residents who lock themselves out or otherwise cannot gain access to their rooms may be charged a fee to get the door open.

40. An individual, whose conduct or proven criminal record indicates a potential threat or danger to the University community may be excluded from University housing.
41. Pets, including aquatic, are prohibited in hall of residence. A violation of this policy may result in the resident being excluded from University housing.
42. The unlawful possession, use or distribution of alcohol is prohibited in hall of residence. A violation of this policy may result in disciplinary sanctions, up to and including expulsion. Violations may also be referred to the appropriate authorities for prosecution.
43. Offensive weapons are not permitted in hall of residence. Offensive weapons include but not limited to guns, daggers, ratchet knives, hatchet knives, ammunitions, martial arts weapons and swords. A resident who is found with an offensive weapon may be excluded from hall.
44. Only knives with a culinary purpose or a blade no longer than three (3) inches are allowed in the residence halls.
45. Emergency exits are to be used only in emergency situations. It is against University policy to set off false fire alarm or tamper with any fire equipment such as fire extinguishers, smoke detectors, door closers, or fire sprinklers.
46. You are responsible for familiarizing yourself with the location of alarms, exits, fire alarm, pull stations, fire extinguishers, and emergency assembly point(s) for your building and all procedures for your residence.
47. Once the Campus is ordered closed, Jamaican students residing in halls of residence must vacate the room and vacate Campus. Overseas students residing in Halls of residence may remain on the Campus and if they do, they will be accommodated in a hurricane shelter on the Campus. In the event that a hall of residence is designated hurricane shelter, instructions will be issued and full compliance would be required.
48. Residents are not allowed to have babies or children reside with them. A child is only allowed in hall during the set visitation period and said child must be accompanied at all times by a responsible adult during the visit.
49. The resident identification card must be displayed at all times on entering the hall or a building within the said hall upon the request of a security officer or a University official.
50. A resident must escort his or her guest(s) into the hall. The resident is to attend on the security post; sign in the guest(s), and indicate in the signing the area to which the guest will go. It is the responsibility of the resident to accompany the guest(s) to that area and to escort the guest back to security on leaving the designated area. It is the resident's responsibility to ensure that his/her guests remains in the designated area and signs out is properly signed out of the hall.
51. Security is a shared responsibility between residents and University staff members. Residents are encouraged to take all reasonable steps to ensure their personal safety and security.
52. A resident who jeopardizes the safety or security of other residents by propping open or disabling exterior doors, or letting unauthorized individuals into the building (intentionally or carelessly) will face disciplinary action.
53. Residents are prohibited from allowing anyone who is not their guest into any hall of residence and are responsible for reporting suspicious activities to the security or University personnel.
54. It is the responsibility of the residents to keep their room doors locked and carry keys at all times.
55. The University may terminate this Agreement if the resident is in breach of any of its terms or violates any of the rules or regulations of any hall of residence to which he/she is assigned. Where this Agreement is terminated in accordance with the provisions of this clause the University may return to the student on a pro-rated basis, a part of the fees paid for accommodation.
56. There is no guarantee that the resident will be accommodated for any additional time beyond the life of this Agreement. The University through the SSDMs of the respective halls of residence shall make offers for rooms according to set Hall and University standards. The University is not duty bound to give reasons for non-renewal of the Agreement.
57. The resident shall abide by all the rules and regulations of the hall of residence to which he/she is assigned and such rules and regulations herein incorporated as terms of this Agreement.

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Resident

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Witness

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University Representative

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Witness