**Rules and Regulations for the International Student Apartment**

**Rules and Regulations for Order**

1. International students who register are eligible for accommodation.

2. International students are not allowed to exchange room without permission.

3. Gambling, drugs, and other illegal activities are not allowed.

4. Be quiet and do not disturb other students.

5. Keep rooms tidy and clean. Pets are not allowed. Prevent fire.

6. Porns and erotic pictures are not allowed.

7. International students are not allowed to trade appliances and furniture in the room and move out without permission.

8. International students are not allowed to let others stay in the room for the night. If it is necessary, application and check-in procedures are needed.

9. Observe the timetable of the apartment. International students are required to return before 22:30.

10. Electrical appliances (TV, refrigerator, air-conditioner etc.), furniture, bedding are offered. Any damage needs to be compensated.

11. Keep your possessions well. Close the door and windows while leaving the room.

**Rules and Regulations for Cleanliness**

1. Janitor is in charge of the cleaning of public areas.

2. If the cleaning service is needed, hang the “Cleaning is needed”sign on the door before 10:00 a.m..

3. Littering is not allowed. Dispose trash into the trash can. Making fire is not allowed.

**Rules and Regulations for Maintenance**

1. If the maintenance service is needed, international students are required to notify the relevant teacher of the Office.

2. International students are required to keep the facilities in good condition. Any damage is needed to be compensated according to the following Compensation Charge Table.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NO. | Facility | Payment (CNY) | NO. | Facility | Payment（CNY） |
| 1 | Plasma TV | 2500 | 14 | TV cabinet | 300 |
| 2 | Air-conditioner | 2100 | 15 | mattress | 700 |
| 3 | refrigerator | 1400 | 16 | Bedding | 300 |
| 4 | Microwave oven | 700 | 17 | Router | 100 |
| 5 | Induction cooker | 300 | 18 | Remote control | 150 |
| 6 | Electric kettle | 110 | 19 | Network cable | 20 |
| 7 | Water heater | 1300 | 20 | Socket | 30 |
| 8 | Single bed | 1300 | 21 | Shower head | 50 |
| 9 | Closet | 1300 | 22 | Shower head tube | 50 |
| 11 | Bookcase | 500 | 23 | Sliding glass door | 500 |
| 12 | Chair | 200 | 24 | Toilet seat cover | 180 |
| 13 | Desk | 500 | 25 | Mirror | 200 |

Rules and Regulations for Electricity

Every international students is eligible for 100 kilowatt hour electricity for free each month. Electricity consumed beyond 100 kilowatt hour is charged, RMB1 for 1 kilowatt hour.

For purchasing extra electricity, international students are required to apply to the faculty on duty. At least 10 kilowatt hour are required for each purchase.

**Phone number**

|  |  |
| --- | --- |
| International Office | 86324515 86324513 |
| Emergency | 86322110 |
| Police | 110 |
| Fire | 119 |
| Medical Emergency | 120 |
| Traffic accident | 122 |
| Repair | 86323847 |

International Office

Dalian Polytechnic University

July，2015