



VESALIUS COLLEGE HOUSING GENERAL RULES & REGULATION

FOREWORD

Vesalius College does not own or operate any entity which is to or does provide goods or services for your program including, for example, arrangements for or ownership or control over houses, apartments or other lodging facilities, visa processing services, food service, etc. All such persons and entities are independent contractors.

AGREEMENT

1. GENERAL

Belgian housing brings with it certain legal obligations and responsibilities. This document, together with the Rental Contract with the landlord, e-mails from the Housing Coordinator and any documents provided by the landlord constitute the Housing general rules and regulations.

The Student is accepting and agreeing to comply with the terms and conditions of the Agreement. The Agreement, including other material incorporated by link or reference also includes Belgian Law.

Students receive all general information (via this agreement, meeting and all documents which are part of it) in order to familiarize with relevant parts of Belgian Law.

Any further explanations can still be added during the semester by the Housing Coordinator on a case to case basis.

2. STUDENT'S LIABILITY

The Student is responsible for the maintenance in good state of the equipment of the bedroom and other rooms he/she will be using.

3. USE OF EQUIPMENT AND FURNISHINGS

The Student will have shared use of: equipped kitchen, bathroom (with toilet), and if applicable stairs, corridors. Eventually, some housings do also offer laundry, garden, courtyard,

Each Student should check that the housing is provided with a bed, bedding, a desk (or table), a chair and closet (or similar furniture) and a lamp.



4. UTILITIES

(known as “charges” in Belgium)

The rent should include the utilities (electricity and/or gas and water) and the price is based on normal and reasonable use. Any unreasonably high consumption of utilities may result in billing the Student for the excess use. Reasonable use is usually calculated based on the usage of previous semesters.

5. REPAIRS

The Student is not allowed to perform any major repairs or reconstruction or to make structural improvements or substantial changes to the apartment.

The Student is obliged to inform the landlord of any necessary repairs that need to be done in the apartment by the landlord without any delays.

Students are obliged to inform the landlord of any damages caused to the equipment and can be held responsible for the cost of the repair. Students have to cooperate with the landlord to fix the damages.

Students are obliged to inform the landlord of any emergencies or problems in the apartment that the landlord needs to address, without any delays. (i.e. running water, gas leak, etc.)

Equipment of the apartment is the property of the landlord and the Student will be charged for any damages done to the property.

Students are obliged to observe all safety, fire and other mandatory regulations relating to the use and operation of electrical appliances or any dangerous objects.

If you think that you smell natural gas indoors, do not smoke, light matches, operate electrical switches or create any other source of ignition. If an electric appliance smokes or has unusual smell, unplug it immediately, and have it serviced.

Neither the landlord is responsible for lost or stolen personal property of the Student, including valuables (including but not limited to electronics, currency or other monetary instruments, jewelry, etc.) left in the apartment.

6. VISITORS

House parties are forbidden and almost always reported by way of the neighbors and/or landlord.

Visitors are allowed in the apartment only after receiving permission from all other Students and Tenants.

The Student is responsible for the behavior and damages caused by his/her visitors.

Visitors are not allowed to stay overnight. A penalty fee to cover the extra use of utilities will be charged in case of breach.

7. CLEANLINESS

The Student is responsible for maintaining standards of cleanliness during his/her stay.

Student must purchase all products and tools (mops, brooms, products, sponges,...)

Also, the Student is responsible for cleaning of the housing three days before check-out.

The following must be cleaned to pass “Ok Check-out” (see appendix n°2) status:

- All trash thrown out (check Appendix n°1)
- All old food and spices are thrown away



- Past semester books and papers returned, donated or thrown away
- All sheets and bedding washed (the last day)
- Kitchen: clean inside fridge, microwave, stove, drawers, counter-tops; wipe down all surfaces (table, fronts of cupboards, fridge, stove, etc.)
- Bathroom: sink and bath/shower scrubbed out; tiles cleaned; around tub/shower all black spots cleaned
- Bedrooms: everything dusted/wiped down, all furniture vacuumed/dusted, all trash and clothes thrown away or donated
- All floors in entire flat swept and mopped
- Not leaving any personal belongings

8. GENERAL BEHAVIOR

Student must show a general good behavior. This include, but is not limited to:

- Strict observance of the legal quiet hours from 10 pm - 6 am
- Respect of the tranquility in the housing from 6 am – 10 pm
- No smoking allowed in the apartment, no throwing cigarettes fags from the window or balcony
- No alcohol or drugs allowed in the apartment
- No pets are allowed in the apartment.
- No use of candles

Students are responsible for the keys of the apartment (the main door and the apartment).

Students must immediately inform the landlord in case of loss of any of the keys and pay for the new lock and keys.

At the end of the accommodation period Students must return the keys to the landlord or will be charged for the lock change and key replacement.

Students agree to conduct themselves in the apartment and within the apartment building in a manner according to the Apartment Code of Conduct.

9. HOUSING CANCELLATION

Belgian legislation doesn't allow short terms rental contract to be cancelled prior their end.

In some cases, the landlord may allow it. Please check the rental contract about this.

10. STUDENT'S ACCEPTANCE & SIGNATURE

"I have read and understand those rules and regulations and accept those terms"

NAME + Signature & date:



APPENDIX 1 – DEALING WITH THE HOUSEHOLD WASTE

STEP 1: BUY THE CORRECT BAGS

You'll need to buy different bags colors:

- **White bags:** for everything... but all the many exceptions ...
- **Yellow bags:** for Paper-cardboard
- **Blue bags:** for PMD packaging

STEP 2: PUT THE BAGS ON THE STREET THE CORRECT DAY

- White bags are collected twice a week
- Yellow bags and blue bags are collected every couple of weeks (week 1: Yellow, week 2: blue).

To know the collection day for *YOUR* housing, please make a very simple search on the dedicated website: <https://www.arp-gan.be/en/your-collection-days>

[or check the application "Recycle" by Bebat- Fostplus on I-Tunes and Google Play],

The results give you not only collection days, but also the time as from when you can put your bags on the street.

If a bag is left outside the schedule, you might have a fine (around 80/100€ per bag),

STEP 3: TAKING CARE OF THE GLASS WASTE

There's different type of glass and none of them go in any bags.

It's important to know that:

- Some beverage's glass can be given back to the shop and you'll get a refund (few cents). It's written on the label, with the amount of the deposit.
- For most of the other type of glass, there's Glass Containers throughout the city.

Check the map to find the nearest one to your place:

<https://www.arp-gan.be/en/sorting-your-glass-waste#bav>

MORE INFORMATION

Read the Handbook section "Waste disposal, Recycling & the Environment"

Official website with all the details, different types of waste, glasses, any many other intense details:

<https://www.arp-gan.be/en>



APPENDIX 2 – CHECK-IN & CHECK-OUT PROCEDURE

CHECK-IN

On your arrival day, you'll be meeting with the landlord of your housing or one of his representatives, The procedure at the entry can differ from a housing to another, but generally the landlord will:

- Give the keys to your room and/or apartment
- Give some practical information about the housing and the equipment
- Explain the specific rules in the house
- Give a tour of the housing in order to make together an incoming inventory of fixtures

Inventory of fixtures

Make sure that you report immediately any issue that you have noticed.

If you find out something after the departure of the landlord that was not part of the inventory: send an e-mail to landlord with a detailed explanation.

Any issue not reported within the first 48 hours will be considered as damage by the Student and damages can be claimed.

CHECK-OUT

At the latest one (1) week prior the official terminated date of the contract (or your departure date if you leave before the end of it), you must contact the landlord for a check-out appointment.

During the check-out you must:

- have cleaned your room and shared area (see article 7 for detailed information about cleanliness)
- give back your set of keys
- make sure that the housing is in the same condition as when you moved in.
- provide a copy or any proof of the document from Town Hall regarding the procedure of cancellation of the registration in the address.

Any Student who leaves the housing without doing a proper check-out procedure will be charged of any damages requested by the landlord with any possibility to contest about the total amount.