

## Accommodation Policy

Listed below are rules and regulations for all TVSA students staying in the on-site accommodation.

### ***Keep Clean & Be Respectful***

- ALL areas of the accommodation facility MUST be kept clean always.
- Rooms are to be tidied daily (frequent inspections will be held to inspect room cleanliness).
- Students are responsible for any cost required for room cleaning during their stay
- “Quiet Hours” for the accommodation facilities are between 10:00 PM and 8:00 AM.
- All injuries and illness must be reported immediately to a staff member.
- No Smoking. Smoking is prohibited inside and outside of the accommodation facility. Designated smoking areas must be used.
- The burning of incense, use of firearms, fireworks explosives, or any other flammables is not permitted.
- No cooking or cooking appliances are allowed in the rooms.
- the use of illicit drugs is strictly prohibited
- no dogs or pets are permitted in the accommodation
- Students agree to be fully responsible and liable for any damages that may occur to the assigned property during their residency.
- Both occupants of each damaged room will be equally responsible for the costs of repairs.

- Students are also fully responsible for insuring their own personal property against loss due to fire or theft.
- Students must sign for their room key.
  - **WARNING:** There will be a replacement charge for each key not returned.
- Students must perform the checkout procedure before moving out of the students. When checking--out, students are required to remove all their personal belongings and the garbage and restore the room to its original condition. Otherwise, handling fees will be charged, whose amounts are to be defined by TVSA.
- Students must use all facilities with respect
- Students should fill out a form for maintenance / repairs and return to the TVSA Admin office, when any students facilities or equipment needs repair.
- Students must not cause any damages to accommodation, public facilities or the appearance (exterior and interior) and integrity of the students rooms (including but not limited to dirtying, writing, drawing, drilling holes or posting any items on the wall) or altering their functions.
- Any residents who damage or lose any students facilities or equipment during their stay or damage the appearance (exterior and interior) of the students rooms, or alter their functions, must make restitution to TVSA. The amount of restitution is to be defined by TVSA in accordance with the actual situation.
- The power of interpreting and amending the rules shall be vested in the TVSA authorities. The TVSA authorities may amend the rules at any time and the rules will come into force with immediate effect after announcement.