

**Kingdom of Saudi Arabia,
Ministry of Education Princess Nourah bint Abdulrahman University
University Vice Rectorate for Academic Support and Student Services
Deanship of Student Affairs
Deanship Vice Rectorate for Student Services Agency**

Student Housing Regulation

At the University of Princess Norah bint Abdurrahman.

This regulation is used as a guide and reference for the system and controls that ensure stability and security suitable for the educational environment and university values in student housing, in accordance with the regulations, rules, and instructions followed at Princess Nourah bint Abdulrahman University, issued on 14/5/1437 H.

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Chapter One:

Definitions

Article (1):

These regulations are named the University Housing Regulations for the female students of Princess Nourah bint Abdulrahman University and are effective from 14/5/1437 AH.

Article (2):

The following terms, wherever mentioned in these regulations, refer to the meanings assigned below unless the context indicates otherwise:

- The Kingdom: The Kingdom of Saudi Arabia.
- The University: Princess Nourah bint Abdulrahman University.
- The President: The President of Princess Nourah bint Abdulrahman University.
- The University Deputy: The Deputy of Princess Nourah bint Abdulrahman University for Academic Support and Student Services.
- The University Council: The Council of Princess Nourah bint Abdulrahman University.
- The Dean: The Dean of Student Affairs at the University.
- The Deanship: The Deanship of Student Affairs.
- The Deputy: The Deputy Dean for Student Services.
- The Student: A registered and regular student at the university, regardless of her nationality, residing in the university housing designated for female students.

- **University Housing:** Buildings designated for housing female students.
- **Residential Unit:** The room occupied by the student.
- **Housing Management:** Represented by the head of the Student Housing Unit.
- **Unit Supervisor:** The supervisor of the residential unit.
- **Inventory:** Residential furniture that is delivered to the student upon her acceptance into the student housing, such as beds, sheets, tables, wardrobes, and other residence essentials in the housing.
- **Disciplinary Violation:** Any breach of the regulations, rules, and instructions in force at the university.
- **Penalty:** The disciplinary sanction issued against a student residing in university housing.
- **Disciplinary Committee:** The Permanent Committee for the Discipline of Students at the Deanship of Student Affairs.
- **Internal Regulations:** The specific regulations for organizing university student housing issued by the Deanship of Student Affairs.

Article (3):

Scope of Application of the Regulations: Subject to the regulations, rules, and instructions in force at the university, these regulations apply to all students accommodated in the university's student housing.

Article (4):

The student housing is considered a unit affiliated with the university and is subject to its management and operations under the university system, its executive regulations, these regulations, and the internal instructions.

Article (5):

The competent authority for applying the provisions of these regulations is the Deanship of Student Affairs, represented by the Student Housing Unit, in collaboration with related entities at the university.

Chapter Two

Tasks of the Student Housing Unit

Article (6):

The Student Housing Unit undertakes the necessary tasks for housing students and supervising their stay as follows:

1. Working on securing housing for students and preparing the units to receive them, in coordination with the concerned departments.
2. Receiving students accepted into the university's student housing and handing over the residential units designated for each student.
3. Monitoring the housing in terms of security and safety, furniture, cleanliness, nutrition, health care, regular and emergency maintenance, and all matters securing the students in the housing.
4. Preparing a computerized database of all resident students through linking it in the Banner system.
5. Preparing a statement of the annual needs for the housing such as furniture and furnishings, among others.
6. Preparing the necessary forms for the process of accepting students into the housing and the related procedures.
7. Handing over the inventory of furniture and furnishings to the students residing in the housing.

- 8. Sending guidelines and instructions issued by the university to students via the email group designated for university housing students.**
- 9. Preparing monthly reports on student housing and presenting them to the Deputy Dean for Student Services to be raised to the Dean of Student Affairs for review and necessary directions.**
- 10. Receiving suggestions and inquiries, studying the demands submitted by students regarding student housing, and raising them to the Dean of Student Affairs.**
- 11. Following up on medical cases and emergencies in student housing.**
- 12. Preparing annual reports through the deanship to be raised to the University Deputy for Academic Support and Student Services.**
- 13. Receiving the inventory of residential furniture from the student who ends her relationship with the housing.**
- 14. Educating students about the university campus and its preservation, providing them with schedules for seminars, meetings, cultural and social lectures, and activities held within the housing.**
- 15. Providing services to students outside the university housing scope through the Support Services Office.**
- 16. Supervising the conditions of students around the clock and throughout the week.**

Chapter Three

Conditions for Admission to University Housing

Article (7):

Students are admitted to the internal housing for female students at Princess Nourah bint Abdulrahman University under the following conditions and procedures:

1. Acceptance of the student into one of the university's colleges, provided she is regular, dedicated to her studies, and not employed.
2. Saudi bachelor's or diploma students pay a financial fee for obtaining a residential unit in university housing amounting to SAR 1,400 for one semester, and SAR 700 for the summer semester. Sisters as students receive a 10% discount on the housing unit fees for each.
3. The student pays a security deposit of SAR 500 for the residential unit, refundable in case there is no damage to the unit.
4. The student signs a commitment to pay the residential unit fees, with the right for housing management to permanently expel the student from housing for non-payment.
5. Fellowship, higher diploma, and Saudi employed graduate students regularly enrolled may obtain a residential unit in student housing, with priority given to undergraduate

students, against a payment of SAR 1,000 per month for services provided by university housing.

6. The student must be of good conduct and behavior, documented by a certified certificate from the high school she graduated from, and students requesting housing renewal must have the certificate authenticated by the college in which they are enrolled.
7. The student must be physically fit and free from contagious diseases as per a certificate from an accredited medical center, according to a designed form for this purpose.
8. The student's family residence must be outside Riyadh, documented by the mayor or police, with the Deanship of Student Affairs determining the specific distance requirements based on each semester's current situation.
9. The student must not have been permanently expelled from university housing previously.
10. If the student is married, she signs a commitment to leave immediately in case of pregnancy.
11. If the student suffers from chronic diseases (such as diabetes, hypertension, epilepsy, and mental illnesses) or is a person with special needs, she must inform housing management to provide necessary care.
12. Availability of vacant places in housing according to comparison criteria.
13. The student signs a written declaration committing to abide by the university's regulations, rules, and instructions.

14. Any other conditions approved by the university council.

15.

Article (8):

Non-Saudi students receiving internal scholarships or paying tuition may be accepted into student housing for a monthly fee of SAR 1,000, with priority given to Saudi undergraduate students. All admission conditions applicable to Saudi students also apply to non-Saudi students.

Article (9):

Regulations for Allocating Residential Units: Students are distributed to residential units according to the controls set by the Deanship of Student Affairs, considering the student's preference whenever possible. Students are not allowed to change the assigned residential unit without written approval from housing management.

Article (10):

A student is accepted for residence in university housing after completing the following documents:

1. Filling out the application form for university housing.
2. Proof of family residence outside Riyadh.
3. Copy of the university acceptance notification for new students.
4. Copy of the student's university ID.
5. Copy of the high school certificate.
6. Copy of the good conduct and behavior certificate.

- 7. A certified medical report from an accredited medical center proving the student's freedom from infectious and contagious diseases, and from pregnancy if married.**
- 8. Two recent personal photos of the student.**
- 9. Copy of the family ID showing the student's name and a copy of the national ID or residency for non-Saudi students.**
- 10. Copy of the academic schedule, to be submitted to housing management at the beginning of each semester.**

Chapter Four

University Housing Residency Regulations

Article (11):

Students are allowed to leave the university housing through the electronic exit program within the times specified by the university.

Article (12):

If a student wishes to be absent from the housing for a legitimate reason, she must submit a request to the housing administration explaining the duration of the absence and its reasons, provided that the absence period does not exceed one week. If this period is exceeded, she must renew the request.

Article (13):

With reference to Article (12), a student will be expelled from university housing if absent for a continuous period of (15) days or a total of (21) days without a legitimate or medically certified excuse accepted by the Dean of Student Affairs.

Article (14):

A student's residency in university housing ends with the last examination, and she may not stay in university housing after that. The student must comply with this and must clear her obligations with the unit supervisor and return the key at the end of each semester.

Article (15):

Cases for Evicting Students from Housing: A student may be evicted from student housing in the following cases:

1. The student graduates from the university.
2. The student withdraws from, transfers from, or drops out of the university.
3. The student postpones, apologizes for, or discontinues her university education.
4. The student's pregnancy is confirmed.
5. There is a regulatory reason for the student's expulsion.
6. The student submits an eviction request.

Article (16):

Eviction Procedures:

1. The student fills out the relevant form at the student housing administration, or she is informed of the departure according to each case.
2. The student housing administration inspects the residential unit to be vacated, listing any damages or missing items, if any.
3. The student is responsible for paying for any damages or missing items caused by misuse, or the cost will be deducted from the security deposit (SAR 500).
4. The student must vacate the residential unit of her belongings and anything related to her. If she delays in vacating, she will pay SAR 50 for each day of delay, or the amount will be deducted from the security deposit (SAR 500).
5. The student housing administration issues an eviction and inventory handover report.

6. The student returns all copies of the room key; if any are lost, she is responsible for paying the full cost of the lock replacement.

Article (17):

The finalization of the student's annual scholarship payments is contingent upon providing a clearance form from student housing.

Chapter Five

Rights and Obligations of Students Residing in Student Housing

Article (18):

The rights of a student residing in student housing include:

1. Participation in cultural, social, and recreational activities within the housing according to the instructions issued by the Dean of Student Affairs.
2. Access to the recreational sports club services at times designated by the managing company.
3. Receiving visitors in designated areas and times set by the student housing administration.
4. Access to routine health services, and in emergency cases, the student is transported to the hospital accompanied by a housing supervisor, with the student's family being informed if necessary.
5. A 50% subsidy on meals provided in student housing by the university; the university covers 50% of the meal cost, and the student pays the remaining 50% upon receipt of the meal.

Article (19):

In addition to adhering to the university's systems, regulations, and instructions, the residing student must comply with the following:

1. Follow instructions and regulations, maintain proper behavior with peers, supervisors, staff, and all workers in student housing. Actions or behaviors that deviate from common decency and morals are prohibited.

- 2. Dress modestly in a manner that aligns with the instructions, the norms of the Saudi society, and the university's regulations.**
- 3. Occupy the assigned housing unit within 30 days from the notification date; failure to do so within this period forfeits the right to housing for that semester.**
- 4. Pay the housing unit fees.**
- 5. Pay a security deposit for the housing unit, refundable if no damages occur.**
- 6. Submit the academic schedule to the student housing administration each semester.**
- 7. Refrain from hosting visitors in the housing unit, except for the mother, sister, and children of the student.**
- 8. Use the housing unit for residential purposes only.**
- 9. Stay overnight in the assigned housing unit; changing units is only allowed with prior permission from the housing administration.**
- 10. Adhere to the university housing's specified entry and exit times, with exceptions for academic or university activities or emergencies approved by the Dean.**
- 11. Enter other housing units only with the residing student's permission or in emergencies requiring immediate access when the resident is absent.**
- 12. Register attendance ("check-in") at times specified by the student housing instructions.**
- 13. Present the university or housing ID upon request by authorized personnel.**

- 14. Obtain written permission from the housing administration for joining university-organized trips, to be requested at least 24 hours in advance.**
- 15. Be responsible for any damage to housing facilities or others' properties caused by the student and bear the repair costs within a month of notification.**
- 16. Refrain from making any changes to the interior or exterior of the housing unit or using common areas for personal purposes.**
- 17. Avoid using nails or making holes in walls, doors, or fixtures.**
- 18. Do not keep pets.**
- 19. Vacate the housing unit immediately if a decision is made for the student's expulsion for any reason deemed appropriate by the administration.**
- 20. Keep the housing unit clean, disposing of waste in sealed plastic bags placed in designated areas.**
- 21. Operate electrical and other equipment according to technical instructions.**
- 22. Conserve electricity, water, and other resources.**
- 23. Avoid using or installing electrical devices or equipment incompatible with the housing's electrical voltage or outlets; the student is liable for damages resulting from non-compliance.**
- 24. Report any faults, defects, or damages in the housing unit to the administration promptly and allow maintenance work; failure to comply makes the student responsible for consequent damages.**

- 25. Secure water valves, turn off all lights, disconnect electrical devices, and lock windows when leaving the housing unit.**
- 26. Do not use heaters or ironing devices inside the housing units; designated areas are provided for these purposes.**
- 27. Secure personal belongings and place valuable items in the safety deposit box when leaving the housing unit.**
- 28. Wear appropriate attire when moving within public facilities such as reception halls, administration, dining areas, etc.**
- 29. Refrain from smoking in any form inside student housing buildings and facilities.**
- 30. Do not use incense burners, candles, or similar items within housing units or facilities.**
- 31. Avoid using fireworks, gas devices, or similar items in student housing.**
- 32. Do not possess or bring prohibited materials; paper-based, electronic images, books, flammable or explosive materials. Detection of such items leads to disciplinary action.**
- 33. Maintain quietness and tranquility within the housing.**
- 34. Do not hang pictures, drawings, or slogans on walls, doors, or glass without prior permission from the student housing administration.**
- 35. Photography in all its forms and through all means is only allowed with a permit from the housing administration under specific guidelines.**

Chapter Six

Accountability of Students Residing in University Housing

Violations

Article (20):

If a student residing in the student housing commits any violation within the housing, she will be subject to the provisions of the university's Student Disciplinary Regulations.

Article (21):

Any breach by a student residing in the student housing of the systems, regulations, and instructions in force at the university, including the provisions of this regulation, is considered a disciplinary violation.

Article (22):

In cases where a student is accused of committing a disciplinary violation, the housing supervisor is responsible for documenting the incident in a report through the housing's control office. Subsequently, the offending student is referred to the head of the housing unit for preliminary investigation. The investigation report is then forwarded to the Dean of Student Affairs for further action as deemed appropriate, in accordance with the provisions of the university's Student Disciplinary Regulations.

Penalties

Article (23):

In addition to the disciplinary penalties stipulated in the university's Student Disciplinary Regulations, violation by a student residing in the student housing of the provisions of this regulation subjects her to one of the following disciplinary penalties:

1. Verbal or written warning.
2. Written warning with a written pledge from the student not to repeat the violation.
3. Deprivation of housing for one academic semester.
4. Deprivation of housing for one academic year.
5. Permanent deprivation of housing.

Article (24):

Decisions on disciplinary penalties are announced on the student housing notice board in a specified manner, as recommended by the Permanent Student Discipline Committee, after endorsement by the Dean of Student Affairs.

Article (25):

Decisions on disciplinary penalties are kept in the student's file at the student housing unit, and the Dean of Student Affairs is responsible for notifying in accordance with the regulations.

Article (26):

The President of the University, the Vice-President for Academic Support and Student Services, and the Dean of Student Affairs are responsible for implementing the provisions of this regulation.

General Provisions

Article (27):

The Dean of Student Affairs has the authority to interpret the texts of this regulation.

Article (28):

Unless stated otherwise in this regulation, the prevailing regulations, laws, and instructions in the Kingdom of Saudi Arabia shall apply.

Article (29):

In case of a violation of any of the obligations stated in this regulation by a student, appropriate disciplinary actions will be taken against the student as a university student subject to the Student Disciplinary Regulations.

Article (30):

In case of an emergency that requires notifying the student's family, the Dean of Student Affairs will handle this through the contact numbers registered on the student's housing card. If a decision is made to expel the student from the housing, notification will be made in accordance with the regulations.

Article (31):

In case there is a criminal suspicion from a resident student, the Dean of Student Affairs, after coordination with the Vice President for Academic Support and Student Services, will notify the relevant authorities either in writing or by phone.

Article (32):

The Student Housing Unit is responsible for taking the necessary executive actions to implement this regulation after it is approved by the head of the Student Housing Unit and endorsed by the Dean.

Article (33):

This regulation becomes effective from the date of its approval by the University Council.