

## Regulations for International Students Apartment (Trial version)

### 江西财经大学留学生公寓管理规定(试行)

The following rules are formulated to ensure a safe, clean, comfortable and good living environment in this building.

为了给留学生创造一个安全、整洁、舒适、有序的住宿和生活环境，特制定本规定。

#### 一、入住管理规定 Settle-in

1. Foreign students who are enrolled and registered formally at JUFU can apply for a room in this apartment with valid passport and visa.

在我校注册的正式留学生凭本人有效护照和有效签证，可申请入住留学生公寓。

2. There are two types of room: en suite room with single bed and en suite room with double beds. The office arranges rooms according to online application. The office has the rights to adjust co-inhabit in room with double beds in consideration of nationality and living habits.

公寓提供单人间和双人间，房型安排按照系统申请先后而定。双人间如只剩一人住宿时，在尽量照顾国籍和生活习惯的前提下，办公室有权安排他人合住或进行房间调整。

3. Female and male can not apply for the room with double beds.

双人间不得男女混住。

4. Foreign student who takes families should apply for the apartment

especially for foreign students with families, not a room in this Building.

带家属的留学生不能申请留学生之家，需另行申请。

5. Students should pay for 200RMB as room deposit when settling in during registration. The deposit will be deducted if any loss or damage of room facility occurred and the left will be refunded when checking out.

入住领取门卡时需一次性交清住宿押金(200元人民币),毕业离校时退还。如发生房间及房间物品损坏,根据情况扣除相应费用。

## 二、Daily regulations 日常管理规定

1. All students must observe laws of People' s Republic of China, JUFE' s regulations & rules.

严格遵守中国法律法规、学校各项规章制度。

2. The building carries curfew: Be back in your room before 24:00am. Anyone who comes back later will be locked out and registered in the entrance guard and reported to the Office.

本栋公寓实行门禁:晚上 24:00 必须回到房间;值班室会将晚归者登记报送至办公室。

3. Visitors are not allowed to enter into the building without registering in the office and should leave before the 22: 00. Any visitor is not allowed to stay overnight international students building with approval from the Office.

严禁外人未经登记入宿舍内，访客需在晚上 10 点离开。未经办公室同意，不准私自在住处留宿来访人员。

4. The Office reserves the administration right of this Building. Any rental, transferring, lending bed or exchange rooms in private are not allowed.

禁止转让、出租、出借床位，不得私自留宿他人。

5. Smoking in public places, drinking alcoholic, fighting, and any other entertainment during studying and resting time are prohibited. No religion assemblies are allowed.

禁止在楼内、房间内吸烟、酗酒、打架斗殴，禁止大声播放音乐。公寓内禁止进行传教及宗教集会等活动。

6. Take care of public property. Do not break camera, fire hydrant, and fire extinguisher. Any loss or damage to room and public facilities shall be compensated in line with their purchasing price.

爱护公物，禁止损坏监控设备、消防栓、灭火器、应急照明设备和消防标志。如对房间内配置物品和楼内公共设施造成人为损坏，须照价赔偿。

7. Keep room and its surroundings clean. Remember to clean the kitchen after cooking. Do not put sundries in corridor, hanging clothes or throwing rubbish from the window is not allowed. Raising pets is not allowed.

维护公共卫生、保持室内外清洁。保持厨房清洁卫生，楼内走廊不得放置杂物，不得在窗外悬挂物品，严禁向窗外投弃物品，不得饲养宠物。

8. Purchase electricity if needed. Change the circuit in private and stealing electricity is illegal.

留学生用电需自行购买。私自改变线路偷电是违法的。

9. Do not use electric furnace, electric heater, and any other electrical equipment in one's room. The Office can take all the equipment once found in the room. It is suggested that the room electricity cut off once you are leaving for a period of time.

不得在房间内使用电炉、电暖器及其它电器，一经发现违章使用，公寓管理人员将予以没收。长期外出时，要切断室内所有电源。

10. Any flammable, explosive and poisonous substance is not allowed to put in the Building.

禁止在公寓内存放和焚烧任何易燃易爆危险品等。

11. Attend to personal property and relevant certificates.

Remember to lock doors and window when you are not in the room. 保管好个人钱财及有关证件，出门时关好门窗，防止失窃。

12. The compensation for room card damage or loss is 20 RMB, electric card damage or loss is 20 RMB, and the key damage or loss is 50RMB. If a room card cannot access the room due to the disappear of magnetics, please come to the office to make a new card for free

房卡受损赔偿价为 RMB20 元，电卡受损赔偿价为 RMB 20 元，钥匙受损赔偿价为 RMB 50 元。

如房卡磁性消失，可来办公室免费换取一张新卡。

13. Artificial reason such as leave the room card behind is need

to open the door, non-working time free to open the door for the first time, according to 20 Yuan each time is after the second.

During working hours, 20 Yuan each new card in the office.

非人为房卡失效可找 24 小时宿舍管理员开门及至办公室免费制卡。人为原因如忘带房卡等情况需要开门，非工作时间第一次免费开门，第二次后按 10 元/次收费，如丢失房卡需要重制新卡，则工作时间内至办公室制新卡，20 元/次。

14. If any students request to repair, please fill out a form to the volunteer' s office on the ground floor, then delivered to the guard, the office will solve the problem as soon as possible..

如房内有任何需要报修的情况，请至一楼志愿者办公室填表，交至一楼门卫处，办公室将尽快解决。

### 三、Checking out 退房管理

1. Inform the Office two days before check-out. Copy the room key is not allowed. All personal belongings needs to be removed and all payments needs to be cleared before check-out. Those who are no longer holding JUFE international student status should move out apartments within a prescribed period of time. The Office reserves the right to remove all items in the apartment.

办理退宿手续应提前两天通知办公室。不得私自复制房间钥匙。退宿前应搬走所有个人物品并在退宿时归还宿舍钥匙，结清各项费用。凡已失去我校留学生资格者，应在规定期限内搬离公寓，逾期办公室有权处理室内物

品。

#### 四、Passport and visa regulations 护照、签证管理规定

1. The measures for the administration of students passport and visa must be in strict accordance with the relevant provisions.

学生护照、签证管理办法须严格按照有关规定执行。

2. please reapply visa and passport before expiry dates. Once one was punished and fined by related department of Entry and Exit Bureau when passport and visa were found expired, the University will not hold any responsibility thereof.

请自觉提前办理签证、护照延期等相关事宜。如有签证、护照过期情况，将取消公寓住宿资格。

3. Student needs to re-register information at Office after visa and passport renewal.

签证、护照延期办理完毕，需立即到办公室重新登记。

#### 五、Punishment 处罚办法

1. Damage on apartment property, items and fire control facilities must be compensated. The room deposit will not be refunded for those who refuses to pay.

破坏公寓公共财产、物品及消防公共设施者，必须照价赔偿，对拒不交纳赔偿费者，住宿押金不予退还。

2. Those who violate the daily apartment regulation will be gave

warning, serious warning, cancellation of accommodation residence and even expelled from JUFÉ accordingly.

违反公寓日常管理规定者，将视情节予以警告、严重警告、取消住宿资格甚至开除等处分。

3. Those who violate laws, administrative regulations, local regulations and have been punished from police and judicial officer will be transferred to police accordingly.

对触犯国家法律、行政法规、地方性法规并受到公安、司法机关处罚者，视情节交由学校及公安部门处理。

4. Jiangxi University of Finance and Economics reserves the right of final explanations.

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Please write down this following sentence and sign your name.

请写下以下句子并且签名。

I have read through all above regulations and agree to obey these rules as one member of JUFÉ international families. I accept punishment accordingly if any violation rises.

Signature:

Room number:

Date: