RAFFLES HALL RULES & REGULATIONS

All Raffles Hall residents are advised to familiarise themselves with the rules.

General

1. All residents must comply with and observe all the Hall Rules. These are the Hall Rules and the Hall Rules are subject to change and/or amendments. The Hall Rules set out herein are not intended to be exhaustive and from time to time, there may be additions to the Rules. The Hall Rules apply to every Resident and to every visitor to the hall.

Interpretation

2. Wherever the Hall Rules refer to the "Hall premises", such expression shall include both common areas in the Hall and the rooms of Residents. Every footpath, the hard courts and the car parks in the immediate vicinity of the Hall are part of the Hall premises for the purposes of the Hall Rules.

Rules relating to administration of the Hall

3. Every Resident must personally check in at the Hall Office and collect the room key. Where the Resident fails to collect the room key within seven days of notification to do so, the Resident shall be deemed to have given up the room and in such an event, the Hall has the right to allocate the room to any other person.

4. Every Resident must reside in the room allocated to him/her and where the room is left vacant for an unreasonable period of time, the Resident concerned shall be deemed to have vacated the room and the Hall has the right to re-allocate the room to any other person.

5. No Resident is permitted to duplicate the room keys. Any Resident who has lost the room key must report the loss to the Hall Office and the Resident concerned shall pay the replacement cost** to change the lock of the room concerned and the cost of replacement keys.

6. Where a Resident is locked out of the room, the Resident shall seek assistance from the Hall Office during office hours. After office hours, the Resident who is locked out of his/her room shall together with a Junior Common Room Committee (JCRC) member or a member of the Block Committee approach the Resident-Fellow concerned (of the Block in which the particular Resident resides) for assistance.

7. Once a Resident has been accepted into Raffles Hall, the Resident is obliged to stay for the rest of the Academic Year. Where a Resident intends to withdraw from the Hall, the Resident is personally responsible to notify the Hall Office of the withdrawal in the following way:
   (a) fill out a withdrawal form and submit it to the Hall Office;
   (b) sign out in a Register of Withdrawals from the Hall; and
   (c) return the room key and settle all outstanding charges.

* Please refer to Appendix A for the Demerit Points.
** Please refer to Appendix B for applicable administrative charges.
*** Please refer to Appendix A and B for both the Demerit Point Structure and applicable administrative charges.

If a Resident fails to comply with (a) or (b) or (c), the Resident shall not be considered as having validly withdrawn from the Hall and such a Resident shall continue to pay Hostel fees and other proper charges including meal charges.

8. Withdrawal from the Hall is allowed for the first four weeks of the semester, with one week's notice and one week's hostel fees. There will be no refund of any hostel fees for withdrawal made after the first four weeks of the semester. The hostel fees referred to above includes accommodation and meals charges.

9. It shall be the personal responsibility of each Resident to safeguard his/her belongings. Residents should lock their doors when absent from the room.

10. It shall be the personal responsibility of every Resident to take reasonable measures to conserve and/or minimise electricity usage and to this end, Residents shall switch off all electrical appliances, television sets, fans, lights, air-conditioning units, spotlights and other electrical equipment in the common areas of the Hall when the electrical appliances, television sets, fans, lights, air-conditioning units, spotlights and other electrical equipment are not in use.*

11. No Resident shall be allowed to change his or her room without the prior approval of the Hall Office.*

12. No Resident is allowed to sublet his or her room, in whole or in part or permit any other person to use his or her room. Offenders will be expelled from the Hall.*

13. Unless the permission of the Master has been obtained, a Resident shall not permit any other person to use his/her room.*

14. A Resident shall not have a visitor or Resident of the opposite sex in the room unless the door is ajar.*

15. A Resident is not permitted to have a non-resident in the room after 2300 hrs.*

16. A Resident is not permitted to keep animals in the Hall.*

17. Every Resident must switch off the room lights, fan and all other electrical appliances when the room is unoccupied.* *Exception:* This rule does not apply to refrigerators.

18. Residents who intend to have refrigerators in their rooms are required to seek the permission of the Hall Office BEFORE they bring in the refrigerators. An electricity charge of $60 plus GST per semester (or such other amount as may be revised from time to time) will be levied for each refrigerator in any room. Only bar refrigerators (capacity less than 100 litres) are allowed.*

19. The use of air-conditioning units or coolers in rooms of Residents is strictly prohibited.***

20. It shall be the responsibility of every Resident to take reasonable care of all Hall property including equipment in the gymnasium, furniture, computers, printers, billiard tables, billiard cues, all sporting equipment, electrical appliances, television sets, washing machines, fans, lights and other electrical equipment, cooking utensils, refrigerators, crockery, microwave ovens, induction cookers and etc. on the Hall premises. Residents who fail to do so shall be required to pay such damages as deemed appropriate by the Master of the Hall.

21. All Residents are not entitled to any rebates for any unconsumed meals in the Hall. The meal cards are not transferable.

* Please refer to Appendix A for the Demerit Points.
** Please refer to Appendix B for applicable administrative charges.
*** Please refer to Appendix A and B for both the Demerit Point Structure and applicable administrative charges.

22. Residents are not allowed to put linoleum over the rubber tile floor, or any permanent or semi-permanent flooring in rooms. Painting of the room is not allowed. No hooks are allowed to be nailed or be stuck on the walls and doors and any other part of the room. Any alterations or perceived enhancements of the rooms (such as stickers, drilling or permanent or semi-permanent fixtures) are not allowed.**

23. Residents are not allowed to put equipment/furniture along the corridor as they constitute a fire hazard and obstruct free passage.***

24. Residents are not allowed to post notices without the prior approval of the Office. Notices are only to be posted on the designated notice boards and are to be removed after the expiry of the notices.**

25. Residents are to put their dustbins inside their rooms and not along the corridor.*

26. All residents are to move out of their rooms when stipulated by the office or risk having their belongings removed forcibly. No claim of any loss of such belongings will be entertained.

27. The Hall Master, Resident-Fellows and Office staff has right of access to a resident's room in cases of emergencies, necessary repair work and inspections.

Rules of Personal Conduct

28. All Residents are expected to conduct themselves with due propriety, responsibility and good sense consistent with the dignity of the Hall. No Resident shall conduct himself or herself (whether or not on Hall premises) in a manner as to bring disrepute to the Hall.

29. The consumption of any form of alcohol (in whatever quantity) is strictly prohibited on the Hall premises including in the rooms and toilets.*

30. Gambling of any form is strictly prohibited on the Hall premises (including in the rooms).*

Rules for Community Living

31. All Residents are to respect the right of other Residents to a quiet environment conducive for studying and rest. All Residents are expected to maintain an atmosphere conducive to studying and should aim toward the maintenance of harmonious relations by avoiding noise and boisterous activities. No noise making is allowed after 12 midnight.*

32. Every Resident shall exercise consideration for other Residents in the use of Hall equipment and Hall facilities.

33. Every Resident shall exercise consideration for other Residents in the use of personal musical instruments and electrical appliances, computer gaming, online chatting, console gaming, online movie streaming and such like.

34. No Resident shall disturb the peace of the Hall. Anyone who engages in rowdy or unruly behaviour will be expelled from the Hall.*

Sanctions for breach of Hall rules

* Please refer to Appendix A for the Demerit Points.
** Please refer to Appendix B for applicable administrative charges.
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35. Residents who breach any of the Hall Rules are liable to such sanctions as the Master may in his absolute discretion impose. These include:
    (a) expulsion; and/or
    (b) suspension or exclusion from the Hall; and/or
    (c) fines; and/or
    (d) demerit points; and/or
    (e) such forms of reparation as the Master may deem appropriate.

36. The Resident-Fellows of the Hall have been delegated the authority to assist the Master in the observance of these Rules.

37. The members of the Junior Common Room Committee have the responsibility to ensure observance of the Hall Rules. The Junior Common Room Committee may exercise such disciplinary functions as are delegated to them by the Master.

38. All Residents may seek the effectuation of their rights by approaching the Master or any of the Resident-Fellows directly.

BY ORDER OF
THE MASTER

* Please refer to Appendix A for the Demerit Points.
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Appendix A - Demerit Point Structure (DPS) for Housing Offences

The Demerit Point Structure (DPS) is to be read in conjunction with the Housing Agreement. Please be familiarized with the following guidelines:

1.1 Each residential year begins on 1 June and ends on 31 May.

1.2 Demerit points (below 16 points) accumulated within a residential year are reset to '0' on 1 June.

1.3 Housing Agreement is terminated upon accumulation of 16 demerit points (or more) within one residential year.

1.4 Housing Agreement is terminated upon accumulation of 25 demerit points throughout all residential years and eligibility for on campus housing will be withdrawn for the rest of the candidature.

S/N	Offence Types	Demerit Points		
		1st	2nd	3rd
1	Theft	16		
2	Vandalism or causing damage to facilities/rooms/common areas			
3	Misconduct / Inappropriate Behaviour / Breach of Law (e.g., Outrage of Modesty, Peeping Tom)			
4	Subletting to external parties (i.e., non-NUS students)			
5	Throwing of items from height ('Killer Litter')			
6	Subletting of room to NUS students			
7	Use of opposite gender's facility	9	9	
8	Activating fire alarm without reasonable cause			
9	Unauthorised room-sharing (including overnight stay) with non-resident			
10	Passing of room transponder/key to another person			
11	Duplication of key			
12	Compromise of the communal security/safety measures (tampering with fire-exits and cluster doors)			
13	Unauthorized removal of common furniture/appliances			
14	Smoking in room/Hostel compound			
15	Alcohol consumption in the hostel or disorderly conduct/drunkenness at the hostel			
16	Swapping of rooms without authorisation	6	9	9
17	Failure to keep room-door ajar when there is a member of the opposite gender in the resident's room (a.k.a. "Male-Female behind closed door")			
18	Unauthorised stay-over in another resident's room			
19	Visit by non-residents of the hostel during quiet hours			
20	Leaving guests unattended			
21	Excessive noise during quiet hours			
22	Obstruction and other potential fire hazards (e.g. usage of candles, open-flame)			
23	Littering in Common Areas	3	6	6
24	Failure to upkeep cleanliness of common areas			
25	Failure to upkeep cleanliness of room			
26	Installation of personal refrigerator or any electrical appliances without permit from the Management Office			
27	Installation and use of cooler/air con without permit			
28	Keeping of Pets			
29	Failure to shut or secure the fire-exit door/cluster gate			
30	Leaving lights/fan/appliances switched on when not in room			

(Updated on 16 March 2017)

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** Please refer to Appendix B for applicable administrative charges.
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BY ORDER OF
THE MASTER

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8	Activating fire alarm without reasonable cause			
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27	Installation and use of cooler/air con without permit			
28	Keeping of Pets			
29	Failure to shut or secure the fire-exit door/cluster gate			
30	Leaving lights/fan/appliances switched on when not in room			

(Updated on 16 March 2017)

Appendix B - Schedule of Administrative Fees for Housing Related Matter

The Schedule of Administrative Fees is to be read in conjunction with the Housing Agreement and Raffles Hall's Rules and Regulations.

S/N	Housing Offences / Housing Related Matter	Fees Involved
1.	Unauthorised duplication of key/ transponder key/ access card.	Disciplinary action may include the following: a) Demerit Points for Housing Offences; b) Administrative fee for replacement cost: $150.
2.	Loss of or damage to transponder, access card, and residence keys (where applicable).	Administrative fee for replacement cost: $120.
3.	Lockouts from rooms.	No admin fee imposed for the first 2 weeks of the semester and for first time lock-out. Fees for second or subsequent lock-outs from Week 3 of Semesters 1 and 2 onwards are as follows: For **second and subsequent requests**, the following admin fees will incur, a) $5.00 per lockout, GST inclusive for lockouts <u>during</u> office hours. b) $10.00 per lockout, GST inclusive for lockouts <u>after</u> office hours.
4.	Portable air-conditioning found in the room without proper authorization.	Disciplinary action may include the following: a) Demerit Points for Housing Offences; b) Removal of air-con unit out of hostel within 3 days; c) Utilities charges - $4 per day from the date of check-in
5.	Damage to hall property.	Disciplinary action may include the following: a) Demerit Points for Housing Offences; b) Replacement cost for any damage/loss incurred.
6.	Alterations or perceived enhancements of the rooms are not allowed.	Restoration cost for any alteration or enhancements made.
7.	Obstruction and other potential fire hazards (e.g. usage of candles, open flame).	Disciplinary action may include the following: a) Demerit Points for Housing Offences; b) Administrative fee; c) Disposal without compensation.
8.	Hanging or pasting of banners and posters without office permission.	Restoration fee for any damage to Hall property.
9.	Vandalism.	Disciplinary action may include the following: a) Demerit Points for Housing Offences; b) Replacement cost for any damage/loss incurred.
10.	Unauthorised removal of common furniture/ electrical appliances.	Disciplinary action may include the following: a) Demerit Points for Housing Offences; b) Replacement cost for any damage/loss incurred.
11.	Administrative Fees for Installation of Bar/ Mini Fridge without Permit.	Disciplinary action may include the following: a) Demerit Points for Housing Offences; b) Utilities charge - $60 [$60 per semester charge back] c) Admin fee $10

Document Last Edited:
19 March 2018

Framework for Early Checkout

Reasons for Early Check-out	Charges
1. Student going for SEP or attending NUS Overseas College (NOC). - Field work/Internship (local and overseas) ** Applicable only if student is checking out early. Students who ask to check in late charge full sem (Applicable to late check ins).*	**Before Check in:** • Acceptance fee to be refunded **After check in:** • Resident to provide 2 weeks' notice prior to check out date (student are allowed to stay during the notice period) • Unused hostel fee to be refunded • Acceptance fee can be used to offset hostel fee. • Meal plan to be pro-rated • Resident can choose to stay till end of notice period
2. Student from Yong Loo Lin School of Medicine or the Faculty of Dentistry that has different academic calendar from the standard academic calendar.	**School of Medicine (Year / Phase 2)** Sun 14 Jan to Sun 15 Apr 18 (check out by 12 noon) • Hostel fees (13 weeks) • Meal plan fees (13 weeks) **School of Medicine (Year / Phase 5)** Sun 14 Jan to Sun 25 Mar 18 (check out by 12 noon) • Hostel fees (10 weeks) • Meal plan fees (10 weeks) **School of Dentistry (Year 1)** ***Option A:*** Sun 14 Jan to Sun 13 May 18 (check out by 12 noon) • Hostel and meal plan (13 weeks) - 14 Jan to 8 Apr; 6 May to 13 May • 4-week In-room storage - 8 Apr to 6 May ***Option B:*** Sun 14 Jan to Sun 10 Jun 18 (check out by 12 noon) • Hostel and meal plan (13wks) - 14 Jan to 8 Apr; 6 May to 13 May • 4-week In-room storage - 8 Apr to 6 May • 4-week Vacation stay (no meal plan) - 13 May to 10 Jun

3. Student on Leave of Absence or Termination of Study. - Termination or withdrawal from College (Non-disciplinary) - Withdrawal - Conversion from Full-time to Part-time - Medical grounds * Applicable only if student is checking out early. Students who ask to check in late for this reason is subjected to approval. (Applicable to late check ins)	**Before Check in:** • Acceptance fee to be refunded **After check in:** • Hostel fee to be pro-rated • Acceptance fee can be used to offset hostel fee. • Meal plan to be pro-rated
4. Dissertation submission (for Post Graduates)	**Before Check in:** • Acceptance fee is forfeited **After Check in:** Check out **before the end of instructional week 2:** • Acceptance fee to be forfeited • Hostel fee to be pro-rated • Meal plan to be pro-rated Check out **after instructional week 2:** • Resident liable for the entire semester
5.Other reasons - Exchange students: course ends early - MBA students: course ends early - Termination (Disciplinary) ** No refund regardless of check out date*	**Before Check in:** • Acceptance fee is forfeited **After Check in:** Check out **within 2 weeks of official check in date:** • Acceptance fee to be forfeited • Hostel fee to be pro-rated • Meal plan to be pro-rated Check out **after 2 weeks of official check in date:** • Resident liable for the entire semester.

Framework for Inter-Accommodation Transfer

Reasons for Early Check-out	Charges
1. Transfer during the **Vacation Period**	• Hostel fee to be prorated • Acceptance fee to be transferred to receiving hall / residence
2. Transfer during the **Semester Period**	**Before Check in:** • Acceptance fee is transferred to receiving hall / residence **After Check in:** • Hostel fee to be pro-rated • Acceptance fee can be used to offset hostel fee. • Meal plan to be pro-rated • Cleaning fee of $32.10 (GST incl.) is chargeable