



RULES

COLLEGIO UNIVERSITARIO ARCIVESCOVILE SAN FILIPPO NERI

The Rules of Fondazione La Vincenziana's Halls of Residence are the regulatory expression of the objectives of the Educational Plan, to which they refer and of which they form an integral part. The Rules consist of a general section applicable to all the Halls of Residence and specific rules for each Hall.

1- COMMUNITY LIFE

A) Life in the Hall of Residence is rooted in faithfully sharing the objectives of the Educational Plan, pursued in line with the diocesan university pastoral teachings and requires a coherent lifestyle. This is why communication with Management and participation in the Hall of Residence meetings and the community activities are essential conditions for life in the Hall of Residence. Guests who do not attend meetings or participate in other activities must give Management a reason.

B) Students who wish to be admitted to the San Filippo Neri Hall of Residence must fill out the online application form and participate in verbal and written interviews to verify whether they:

- for first-time admission:
 - have a satisfactory predisposition for community life;
 - have an adequate disposition for university studies, based on their final marks and report card of the last year of high school;
- for readmission:
 - share the objectives proposed in their Personal Educational Plan;
 - participate and are actively engaged in community life;
 - follow all the Rules;
 - have a satisfactory academic career based on the exams taken and marks earned.

C) Admission is subject to accepting the Educational Plan and all clauses of the Rules and signing the accommodation contract.

Guests may not stay at the Hall of Residence for more than six years. They may not be younger than 18 years old nor older than 25.

Exceptions may be made to these limits if they are justified and at Management's indisputable judgement.

D) Management decides whether to readmit guests for the subsequent year based on the following:

- verification that the agreed Personal Educational Plan has been implemented;
- satisfactory academic results and active participation in community life.

Academic results will be checked with the submission of university documents.

E) A serious commitment to one's studies and active participation in university life are essential components of the Hall of Residence. This is why every Guest undertakes to maintain an environment that is conducive to studying in both the common areas and their assigned room.

F) Three interviews are normally held each year with Management in order to achieve the objectives set forth in the Educational Plan: one after the first few months at the Hall of Residence, one midway through the year and one at year end. Academic results will be checked with the submission of university documents. During their years at the Hall of Residence, each Guest submits a Personal Educational Plan at the first interview.

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G) Guests are asked to personally meet with the Spiritual Adviser within the first two months of their stay at the Hall of Residence in order to facilitate the Spiritual Adviser's work.

It is a requirement to uphold the founding spirit of the Hall of Residence.

H) Guests' conduct and clothing must be consistent with the purposes of the Hall of Residence and respectful of everyone's needs.

I) Within the scope of the Hall of Residence's educational choices and in order to protect them, Management may, at its indisputable judgement, take disciplinary action in the form of verbal reprimands, written warnings, temporary suspension or definitive expulsion during the year.

2 – SAFETY

A) The emergency fire prevention and first aid officers are indicated on specific placards at reception. Guests will be informed of their names at the start of the academic year. When they are admitted, Guests must learn the emergency and fire prevention procedures by consulting the emergency instructions on display. Specific fire prevention training and evacuation drills are planned each year. Participation is mandatory for all Guests at the Hall of Residence.

B) So, Management knows who is in the Hall of Residence at any time, Guests must:

- leave the key to their room with reception whenever they go out (with the exception of point 3 B, when they expect to return after reception has closed);
- leave a written note with reception if they will be spending the night outside the Hall of Residence, indicating a telephone number at which they may be reached and the date when they expect to return. They should call to notify reception if they return at a later time;
- if they expect to return after the Hall of Residence has closed, keep the key to their room and fill out the absence log, then, when they return, make themselves visible to the camera and report their return to the Hall of Residence by filling out the same log;
- enter after closing hours using their personal code and/or access badge. The access data will be available to Management;
- inform the reception staff of the arrival and departure of any relatives or friends who visit them at the Hall of Residence, specifying the common areas in which they will stay.

C) The exits and emergency stairs must be used for emergencies only.

D) Guests who personally use the room assigned to them may not change rooms with other Guests and must return the room in good condition. Guests are responsible for their rooms and the furniture inside them. Any additional furniture must be authorised by Management, as it is liable for any additional fire risk. In particular, electronic equipment and multi-plug adapters must be safe (EC or IMQ certified) and used exclusively in accordance with the manufacturer's instructions. Guests are not permitted to hang posters or other items on the walls to avoid damaging the paint. At the end of the contract and during the summer holidays, all personal effects must be removed from the rooms and the rooms must be returned clear and tidy as they were received.

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E) Any Guest who causes damage or breakage must immediately report it to Management. Guests are personally responsible (or jointly with their room-mate/room-mates) for any damage to their rooms or the common areas and shall pay compensation for damage, without prejudice to Management's right to take disciplinary action.

F) In order for the service to function well, Guests are required to report any irregularities, breakdowns and unknown persons in the Hall of Residence and facilitate personnel in the performance of their duties. Guests may not request personnel for any service, especially if such service differs from their respective duties. Any and all requests must be made with Management.

G) IN THE ROOMS IT IS PROHIBITED TO:

- keep refrigerators;
- use cooktops of any kind, irons, food warmers, gas, electric or kerosene heaters or other similar devices;
- keep flammable liquids or substances like alcohol or fuel, even in small amounts;
- use electric equipment of over 1000 watts;
- keep televisions;
- place and hang bags or sundry objects on the security bars on the windows or on the window

ledge. FURTHERMORE, BRINGING ANY OF THE FOLLOWING INTO THE HALL OF RESIDENCE IS PROHIBITED:

- any kind of animal, except guide dogs for the blind;
- spirits;
- hallucinogen and/or illegal drugs.

Management and the prevention and protection officer reserve the right to verify compliance with these rules and any additional safety rules to be made known in specific notices.

H) In accordance with article 51 of Italian Law no. 3/2003, for the protection of public safety and health, smoking is prohibited in the Hall of Residence except for outdoor areas specifically designated for such purpose.

I) The lifts are shut down for safety reasons when reception is closed.

L) Management has a second key to each room to ensure service, safety and maintenance, and personnel may enter the rooms in the event of an emergency. Therefore, the locks may not be changed.

The Foundation shall not be held liable for any objects or money that Guests leave unattended in their rooms.

M) Parking cars, motorcycles and bicycles inside the Foundation's structures is prohibited. In any case, the Foundation shall not be liable for any damage caused by third parties (theft, fire, vandalism, etc.) to cars, motorcycles or bicycles that are parked or stopped, even temporarily, inside its structures.

N) In the event of illness, Guests must notify Management (or its representative) which will, in agreement with the person concerned, decide whether to call for medical assistance and inform their family. If, on the basis of medical assessments, the Guest's illness could put the community at risk, Management will arrange for the Guest to return home. In this case, the Guest may be readmitted to the Hall of Residence by submitting medical certification attesting to their recovery and/or fitness for community life.

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Guests who remain at the Hall of Residence for extended periods of time are advised to choose a local doctor on a temporary basis with the Health Protection Agency of the city of Milan. In any case, Guests must carry their national health card with them.

In the event of a health emergency (accident), Guests must inform the emergency and safety officers, who will take the necessary action.

The Hall of Residence has a first aid kit for minor injuries which the first aid officers have been charged with keeping and using.

To protect Guests' health, Hall of Residence personnel are prohibited from administering drugs of any kind.

3 - HOURS AND SERVICES

A) The Hall of Residence is open, with reception, from Monday to Saturday, 8 am to midnight, and Sunday from 9 am to midnight.

During the year, reception could be organised differently, resulting in different opening hours, in which case the new hours will be displayed at reception.

B) The Hall of Residence closes at midnight. Guests may return after that time using the personal code or access badge given to them. Their data are logged and made available to Management.

Management reserves the right to check what time students return at night and monitor the balanced distribution of time for study, community life, leisure and rest.

C) Each evening, closing operations begin at 11:30 pm in the various areas of the Hall of Residence.

D) From midnight to 7 am, there must be complete silence in all areas of the Hall of Residence. At all times of day, Guests must act in such a way that is respectful of everyone's needs for study and rest.

E) KITCHEN

All Guests who use the kitchen are assigned a cupboard with a key and a space in the refrigerator. Before leaving the Hall of Residence at the end of the contract, Guests are required to return their properly identified cupboard key. Should they fail to do so, a charge of € 20.00 will be withheld from their security deposit. At the end of every meal, all Guests are required to clean the spaces they used and their dishes/utensils and return them to their cupboard. To ensure hygiene for all guests, if this rule is not followed, Management may order the closure of the kitchen until they are washed and put away. Whenever the Hall of Residence closes (for the Christmas, Easter and summer holidays), the refrigerators must be emptied in order to be cleaned. They must be emptied by 9 pm the day before the Hall of Residence closes.

At the end of the academic year when the Hall of Residence closes for the summer, the cupboards and refrigerators must be completely emptied before guests leave. If they do not do so, Management will empty them on behalf of the guests and withhold a charge of € 50.00 from their security deposit.

F) INTERNET CONNECTION

Wireless internet access is available in any area of the Hall of Residence, from the bedrooms to the study rooms. Internet access is intended for study and no distorted, amoral or illegal use is permitted.

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G) KEYS

Guests are responsible for the keys and access badges given to them. In the event of loss, they will be charged as follows:

€ 5.00 for keys and the USB flash drives for the vending machines;

€ 10.00 for the access badge.

H) LAUNDRY - PRESSING ROOM

The washers and dryers are accessory services available for a fee. The laundry room is equipped with coin-operated machines managed by a specialised company. They should be used in accordance with the established rules. For reasons of hygiene and safety, it is not permitted to wash, dry and press clothing inside the bedrooms or in rooms other than the laundry room. An iron is available for pressing.

I) TELEPHONE

The telephones in the rooms receive outside calls directly. However, the only outside calls they may make are to emergency and toll-free numbers.

L) FRIENDS AND RELATIVES

Guests' friends and relatives are welcome to the Hall of Residence. The Guest who invited them is responsible for and guarantees their conduct and shall inform them of the kind of hall of residence they are in and explain these Rules. Visitors may not go up to the upper floors without explicit authorisation from Management or its representative, but they are free to move about the common areas. All visiting friends and relatives shall leave the Hall of Residence before closing operations begin. Reception staff notes their arrival and departure from the Hall of Residence. They are therefore required to stop by reception when they enter and leave to respectively submit and collect their identity document.

M) BULLETIN BOARDS

Bulletin boards are installed in certain places in the Hall of Residence for informational notices. They must be used in an intelligent manner that is respectful of the community atmosphere and its members. The poster's signature and Management's authorisation are required to post a notice, or it will be removed.

N) CLEANING

On scheduled cleaning days and/or when requested by the cleaning staff, Guests must leave their rooms from 9 am to enable the staff to clean and for reasons of public hygiene. The rooms must be kept tidy and neat.

O) SORTED WASTE

Waste is sorted for collection at the Hall of Residence. Personnel changes the rubbish bags but Guests must place their sorted waste in the appropriate bins. There are separate bins for paper, cans, tins and plastic. Everyone is required to cooperate as these sorting procedures are required by the Milan Municipal Authorities, with fines for transgressors.

P) RELATIONSHIPS WITH THE ADMINISTRATIVE OFFICE

For all administrative matters, Guests are required to respect the Administrative Office's opening hours from Monday to Friday, 10 am to 1 pm.

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Q) END OF THE CONTRACT

Guests who are readmitted for the subsequent academic year may leave some of their personal belongings in well-sealed boxes on which they have clearly written their name in the Hall of Residence storage room. With the knowledge that all Hall of Residence Guests and maintenance workers may freely access this storage room, they hold the Foundation harmless from any liability in connection with the custody and conservation of their belongings and undertake to collect them by the end of the following month of September. After then, Management may remove their belongings, charging the Guest for the costs.

Any correspondence addressed to Guests who no longer reside at the Hall of Residence will be returned to sender.

R) ROOM HANDOVER AND RETURN REPORT

When Guests arrive, they are given the keys to their assigned room and, jointly with the Hall of Residence personnel, sign a report stating that they are taking custody of the room and noting any faults. At the end of the contract, before leaving the Hall of Residence, again jointly with the Hall Residence personnel, Guests sign the room return report. Guests shall be charged for any damage by withholding sums from the security deposit. If the room return report is not filled out, the Guest waives the signing of the report with the Hall of Residence personnel and thereby accepts any charges for negligence.

S) CHECK-IN AND CHECK-OUT

- Check-in

Unless otherwise agreed, Guests must check-in:

- for accommodation for the full academic year, during reception hours by 10 pm and they must inform Management via email of the date of their arrival, especially if there are changes in their booking;
- for short stays, between 2 pm and 10 pm.

Unexpired identity cards, passports and, for Italian citizens, driver's licences are valid forms of identification for check-in. To complete check-in, Guests must present the documentation indicated in the admission letter. Guests will also be asked to sign the public safety and Privacy Policy form so their data may be sent to the Police Headquarters as required by law and fill out the documents/exemptions for the Milan municipal tourist tax.

- Check-out

Unless otherwise agreed, check-out is by 10 am.

Any extra charges and/or tourist taxes shall be paid at check-out, in accordance with current laws of the City of Milan.

In the event of stays for the full academic year, Guests are required to inform the Administrative Office, via email, of the exact date of their departure three days in advance.

Milan, _____

Sign for acceptance _____