



e-jia homestay pte ltd

8 Claymore Hill #01-01 Singapore 229572 +65 68426001

Registration No.: 202307387R

Hostel Hall Residence Rules and Regulations

1. Definition

- 1.1 A student who is residing in the **Hostel's Hall Residence** is called a "**Resident Student**", in which it refers to a student of "**Furen International School**".

(1.2) Non-Resident Students:

- 1.2 Similar to a "**Resident Student**", they are expected to follow the **Rules and Regulations** as per instructed below paragraphs.

Unless it is approved by the **Hostel Management**

(1.3) Roommate:

- 1.3 It refers to both "**Resident Student**" who is residing in the same Room and Unit.

2. Designated Staff

- 2.1 The **Hostel** or **School** will appoint a "**Designated Staff**" who reserves the right to enter the "**Resident Student**" rooms at any point of time with or without notice for the purposes of inspection and if they consider necessary, to take evidence of apparent non-compliance to the **Rules and Regulations** set out for them.



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3. Safety Regulations

(3.1 – 3.5) Prohibited and to abide to:

- 3.1 A “Resident Student” is **not allowed to tamper** with any electrical power points in the room.
- 3.2 If at any point of time they are found Tampering with, modification or extension without approval will result in disciplinary action taken including but not limited to eviction from the residence on a case to case basis.
- 3.3 The “Resident Student” **will be liable for all costs** due upon any tampering of electrical power points.
- 3.4 Flammable and explosive objects are **strictly prohibited**.
- 3.5 Due to safety reasons in aiding the **Hostel** prevention of electrical overload (As there will be risks of starting a fire hazard and etc),

And if there is any unauthorized installation of electrical equipment found and is not approved by the “Hostel Management” therefore shall be strictly prohibited. (See also “*Approved Uses of Electrical Appliances*” under below Section 11 for further instruction.)

(3.6 – 3.8) Permissible but to abide to:

- 3.6 “Resident Student” can only use electrical accessories such as (**3-pin plug, multi-plug, extension drum** and **electrical appliances** that bear the  **SAFETY Mark**.)
- 3.7 Each “Resident Student” is **allowed only 1 such accessory**. This is to ensure the safety of all users and to prevent tripping of the **Hostel's** electrical supply.
- 3.8 All fire exits and common corridors shall remain unobstructed at all times.



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4. Hostel's Roll-Call Timing

(4.1 – 4.2) Permissible but to abide to:

- 4.1 There will be a Roll-Call which will be conducted by the “**Hostel's Management**” for only the “**Resident Student**” daily at **(10.30pm on Sunday to Thursday and 11.30pm on Friday to Saturday.)**
- 4.2 “**Resident Student**” who needs to return after the stipulated time must seek prior approval from the “**Hostel's Management**”.

Otherwise the necessary disciplinary action will be taken against the “**Resident Student**” including but not limited to eviction from the residence on a case to case basis with approval from the **Management**.

(4.3) Surrender of Hand Phones:

- 4.3 The “**Resident Students**” from **(Grade 7 to Grade 9)** are to surrender their “**Hand-phones**” from **(Sunday Roll-Call to Thursday Roll-Call)** otherwise approved by their parents.

Otherwise the necessary disciplinary action will be taken against the “**Resident Student**” including but not limited to eviction from the residence on a case to case basis with approval from the **Management**.

Date	Time	Personnel to Adhere to Daily “Roll-Call”	Personnel to Adhere to Periodically “Surrender Hand Phones”
Sunday	10.30pm	“ Resident Student ”	“ Resident Student ”
Monday			
Tuesday			
Wednesday			
Thursday			
Friday	11.30pm		No need to Surrender
Saturday			



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5. Hostel's Lights-Out Timing

(5.1 – 5.2) Permissible but to abide to:

- 5.1 The Lights-Out Timing is 11.00pm except for Saturday and eve of Public Holiday which is at 12.00am midnight.
- 5.2 You may however keep a Table Lamp Light on to continue with your revision in your room.

(5.3 – 5.4) Prohibited and to abide to:

- 5.3 After Lights-Out, there shouldn't be any improper act of behavior that will disturb others for example, using of hair-dryer, playing games and so the list goes on for any (Disturbance Act) as per below Section 6.
- 5.4 And **NOBODY** is allowed to stay/enter another "Resident Student's room" or stay overnight out of the residence.

Otherwise the necessary disciplinary action will be taken against the "Resident Student" including but not limited to eviction from the residence on a case to case basis with approval from the Management.

Date	Time	Personnel to Adhere to Daily “Lights-Out”
Sunday	11.00pm	“Resident Student”
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday	12.00am	
Public Holiday		



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6. Disturbance Act

(6.1 – 6.4) Prohibited and to abide to:

- 6.1 Any Activities like talking loudly or using devices/instruments that will lead to noise pollution are **strictly prohibited**.
- 6.2 “Resident Student” **cannot allow members of the opposite sex to stay in their room.**
- 6.3 **Intimate behaviour** in the hostel is **prohibited**.
- 6.4 All “Visitors, including Non-Resident Students” are **not allowed** to enter or spend the night in the rooms.

(6.5 – 6.9) Permissible but to abide to:

- 6.5 All “Visitors, including Non-Resident Students” who are not residing in the residence **MUST REGISTER** with the “Hostel’s Management” by providing their (Name, Relationship with the Resident Student and Time of arrival) before they are able to enter the “Hostel’s Hall Residence”.
- 6.6 All “Resident Student” will be responsible for the **conduct of their visitor(s)**.
- 6.7 All “Visitors, including Non-Resident Students” with permission to enter, they are to abide and leave before ‘**Lights-Out Timing**’ as per above table’s under Section 5.
- 6.8 And any “Resident Student” who harbours or in any way assists an “Unauthorized Guest / Visitor”, the necessary disciplinary action will be taken against the “Resident Student” including but not limited to eviction from the residence on a case to case basis with approval from the Management and the **balance of the rental fees will be forfeited**.
- 6.9 Any “Unauthorized Guest / Visitor” found residing in a room without approval from the “Hostel’s Management” shall be treated as an **illegal squatter**.

The “Person” will be **charged \$100 a day for the period of stay** and will be **evicted immediately**.

The “Immediate Roommate(s)” will each also need to **pay the S\$100/day fine for the number of days the illegal squatting occurred**.

7. Hygiene

(7.1 – 7.4) Prohibited and to abide to:

- 7.1 “Resident Student” must ensure **their rooms are clean and tidy** at all time.

There should be no personal objects occupying **common areas**.
- 7.2 The “Hostel’s Management” will conduct random checks and those who do not meet the requirements will be notified and those who refuse to improve/change will be issued with demerit points.
- 7.3 “Resident Student” must maintain personal hygiene at all times. Any extra cleaning services rendered will be borne by the “Resident Student”.
- 7.4 To cultivate good personal hygiene habits, unhygienic behaviour such as spitting, littering, throwing of leftover food in the toilet and drains etc. is prohibited.



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8. Care of Premises

(8.1 – 8.9) Prohibited and to abide to:

- 8.1 “Resident Student” shall be responsible for any loss or damage, and may be liable to any other disciplinary action decided on by the Management, if such damage or loss is determined to have been caused by carelessness, negligence or improper conduct. Roommates are jointly responsible for the unit or room damages, and charges shall be shared equally unless one occupant is known to be responsible.

In the event where one occupant has withdrawn, the remaining occupants shall be responsible for the entire room and all its furnishings & appliances. Damaged items are to be compensated accordingly (See also “Appendix 1: Compensation Price List”).

- 8.2 “Resident Student” **cannot make any alteration** to the premises or remove any fittings. They are also **not allowed to** install locks of their own or to have an additional one.
- 8.3 “Resident Student” **cannot use any form** of adhesive tape, Blu-Tack or equivalent, concrete nail or other means of fixing objects to the furniture, windows, walls, doors, etc. in the rooms and surroundings.

The cost in making good any damage done in the process of removing these items shall be charged to the “Resident Student” concerned.

- 8.4 All premises shall be kept clean, neat and maintained in good condition at all times.

“Resident Student” must keep their rooms clean and tidy so as not to compromise the health and safety of their roommates.

When the Management determines that the “Resident Student” have **failed** to upkeep the cleanliness of the room, furniture or fittings provided, the “Resident Student” **must make time to clean and tidy up**.

If external cleaning process is required, **the cost of cleaning will be borne by the “Resident Student”** concerned. The corridors are to be **free from all items which may pose as obstacles during an evacuation and to cleaning work**.

“Resident Student” cannot litter or burn waste material.

- 8.5 “Resident Student” are **not allowed** to change beds or any furniture and amenities without prior permission.
- 8.6 “Resident Student” **cannot dismantle or tamper** with fire alarm devices or fire hose reels.
- 8.7 Laundry must be hung only indoor or balcony or designated drying areas.
- 8.8 “Resident Student” must not willfully damage the building, property or fixtures and fittings belonging to the residence, or permit them to be damaged in excess of reasonable wear and tear. “Resident Student” is not to dismantle beds, detach blinds and window grilles. Individuals responsible for such damages should be prepared to assume full cost for repairs or replacement.
- 8.9 “Resident Student” is to report any loss or damage of property to the Management immediately. “Resident Student” is liable, where the loss or damage of property in the common areas has occurred, to compensate the cost of repairing or replacing the property concerned, unless those responsible have been identified and assessed.

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9. Changing of Rooms

(9.1 – 9.3) Prohibited and to abide to:

- 9.1 "Resident Student" cannot exchange and/or transfer their rooms and/or beds without approval from the "Hostel's Management".
- 9.2 A punishment and/or fine will be imposed if anyone changes room without prior approval.
- 9.3 To facilitate major repairs such as renovation/upgrading, or arising from unforeseen circumstances, the "Hostel's Management" reserves the right to relocate "Resident Student" other rooms either permanently or on a temporary basis.

10. Keys and Security

(10.1 – 10.6) Prohibited and to abide to:

- 10.1 "Resident Student" is **advised not** to keep large amounts of money and valuables in their rooms. For security reasons, "Resident Student" is to lock all doors and windows each time they leave their rooms.
- 10.2 The **Hostel assumes no liability** for damaged, lost or stolen personal belongings.
- 10.3 "Resident Student" transferring from one room to another is to surrender the keys of the old room upon collection of the keys to the new room. "Resident Student" **who does not return** keys on time **shall be fined** for late return of keys **at the rate of S\$20 per day**. Weekends and public holidays count toward the number of days in late key return.
- 10.4 "Resident Student" **cannot duplicate** any keys/cards. Any Unauthorized entry to a room by means of a duplicated key/card is a serious offence. Trespassers shall be seriously dealt and may include **handling over to the Police**.
- 10.5 A **Replacement Fee** shall be charged for the loss of key/card.
- 10.6 "Resident Student" cannot pass their room keys to anyone or leave their room keys in any place where they may be taken without the "Resident Student" knowledge or consent. No one is allowed to stay in the rooms if the rightful occupants are not around.

11. Approved Uses of Electrical Appliances

(11.1 – 11.3) Prohibited and to abide to:

- 11.1 "Resident Student" cannot tamper with any electrical power point in the room.

Any tampering with, modification or extension without approval, manipulation of electrical supply point is prohibited.

Tampering will result in disciplinary action, including but not limited to eviction from the residence..
- 11.2 **Resident Student** can only use electrical accessories such as **(3-pin plug, multi-plug, extension drum and electrical appliances** that bear the **SAFETY Mark.**)
- 11.3 Each "Resident Student" is **allowed only 1 such accessory**. This is to ensure the safety of all users and to prevent tripping of the **Hostel's** electrical supply.



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12. Utilities

(12.1 – 12.3) Prohibited and to abide to:

- 12.1 Do not waste water and electricity. It is Free but limited to S100 per person. Any amount above will be charge accordingly
- 12.2 If signs of extreme wastage is found, the “Resident Student” will be warned, made to pay for wastages, have points deducted (See to “Appendix 2: Residence Disciplinary Points System”) or all of the above.
- 12.3 “Resident Student” must report any water leakage or faulty water pipes or open electrical wire to the Management immediately.

13. Withdrawal

(13.1 – 13.5) Prohibited and to abide to:

- 13.1 **Advance notice of 1 month** is to be given for **withdrawal** (subjected to approval and on a case to case basis by the Management).
- 13.2 “Resident Student” who **do not vacate and return** their room keys by the check-out date shall be deemed as overstaying and will be **charged S\$100 per day**. Weekends and public holidays count toward the number of days in overstaying.
- 13.3 Upon withdrawal, “Resident Student” is to ensure that their room is clean and shall remove all their personal belongings from the room, including all portable devises; failing which, the Management shall **remove their belongings** from their **rooms without liability**.
- 13.4 All other personal furnishing left in the rooms **shall be regarded as unwanted and removed** by the “Supervisor / Management”. Any cost incurred from the removal shall be charged to the last occupant(s). Any balance of the refund shall only be refunded upon a satisfactory review by the Management.
- 13.5 Upon the release of their final exam results, **final year “Resident Student” will not be eligible** for residence. Appeals for an extension of stay are considered on a case-by-case basis, subject to room vacancies. Any extensions granted will be charged at the prevailing daily rate. Weekends and public holidays count toward the number of days in extension of stay.

14. Prohibition

(14.1 – 14.7) Prohibited and to abide to:

- 14.1 Any “Resident Student” **caught committing a crime or theft** of any kind shall be referred to the police for action and evicted from the residence with immediate effect.
- 14.2 Pranks, ragging and rowdy games in any form are **strictly prohibited** in the residence at all times.
- 14.3 “Resident Student” **should not talk loudly or make excessive noise** at all times. Noise level must be kept down to allow others the opportunity to study and sleep in comfort.
- 14.4 “Resident Student” **must be properly dressed** in public areas and common rooms at all time.



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- 14.5 “Resident Student” **cannot be involved** in gambling, drinking of alcohol, smoking, fighting, illegal drugs or using abusive language. Any “Resident Student” found committing such offences is liable for eviction.
- 14.6 The burning of candles, incense, aromatherapy oils or any similarities is prohibited.
- 14.7 “Resident Student” cannot bring pornographic materials or display them in the rooms or anywhere within the residence. Resident Student handling computer pornographic data files in any way using personal computers or other handheld devices is similarly deemed to have violated rules and regulations.

15. Expulsion from Residence

(15.1 – 15.6) Prohibited and to abide to:

- 15.1 Upon taken any **Disciplinary Actions**, which accumulates of total 30 demerit points either from “Hostel” or “Furen International School”. Expulsion from Hostel is automatically carried forward to school as expulsion from school.
- 15.2 **Threatening Staff** and involvement in physical altercations.
- 15.3 **Violation** of Singapore laws.
- 15.4 Any action that harms others or is in breach of the **Hostel Hall Residence Rules and Regulations** shall be expelled from the residence with immediate effect.
- 15.5 The balance of the rental fees and deposit shall be **forfeited**.
- 15.6 The student who is expelled shall leave the hostel **within 7 days** upon student and parents have received the **Expulsion Letter via email/WeChat**.

16. Interpretation of Rules and Regulation

(16.1 – 16.4) Prohibited and to abide to:

- 16.1 “Resident Student” must obey the rules & regulations set by the **Management**. This includes no argument, no physical confrontation with the **Management Staff**.
- 16.2 Any violation of rules & regulations will result with the “Resident Student” being punished and depending on the severity of the situation; may be expelled from the residence without any refund.
- 16.3 “Resident Student” with good behaviour will be awarded additional points. (See to “**Appendix 3: Residence Reward Points System**”).
- 16.4 The **Hostel Hall Residence Rules and Regulations** may be revised, amended and introduced as and when deemed necessary. The hostel reserves the rights to the final interpretation of the rules above.

17. Guests and Non-Resident Student

(17.1 – 17.2) Prohibited and to abide to:

- 17.1 There are a limited number of well-furnished guest rooms. “Resident Student” members of the **hostel** can avail this facility for accommodating their parents when they visit. However, the guests are required to adhere to the rules and instructions of the **Hostel**.
- 17.2 The **Hostel** may allow “Non-Resident Students” to stay in the Hostel if rooms are available. Non-Resident Students are required to adhere to the rules and instructions of the Hostel.

Appendix 1: Compensation Price List

- Residents are to take note that this is MINIMUM compensation cost and the cost may be higher depending on the final repair bill.

No.	Name of Item	Minimum Compensation Cost
1	All door	S\$600
2	Door lock	S\$200 (Including replacement & cost for the lock)
3	Access Card	S\$100 per replacement
4	Window pane	S\$500 per panel
5	Window netting	\$150 per piece
6	Bed	S\$600
7	Wardrobe	S\$900
8	Desk	S\$300
9	Lamp shade	S\$150
10	Lamp bulb	S\$20
11	Power switch	S\$100
12	Network socket	S\$100
13	Power outlet	S\$100
14	Chair	S\$150
15	Toilet flush	S\$500
16	Water tap	S\$150
17	Water heater	S\$500
18	Ceiling	S\$200
19	Floor	S\$150 per tile
20	Air conditioner	S\$2,000
21	Kitchen Ventilation	Based on the market price
22	Damage of desk surface	S\$100
23	Damage of Chair surface	S\$50
24	Drawer	S\$50
25	Mattress hygiene	S\$100-300
26	Other furniture & appliances	Based on the market price



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Appendix 2: Residence Disciplinary Points System

No	Description	Points
1	Resident Student caught <u>smoking, drinking or gambling</u> will be subjected to immediate expulsion	-30
2	Entering into the bedroom of a Resident Student of the opposite sex, allowing visitors to enter your room	-30
3	Arbitrary changing of room	-30
4	Allowing visitors to stay in hostel without approval	-30
5	Threatening of staff and involvement in physical altercations	-30
6	Resident Student caught fighting or stealing	-30
7	Possession of flammable, explosive and contraband items	-15
8	Vandalism and destruction of amenities, throwing of leftover food in toilets and drains	-15
9	Graffiti: pasting and scribbling on walls of room	-15
10	Insubordination, refusal to accept punishment	-15
11	Failure to submit handphone (for Grade 7 to 9)	-10
12	Intimate behaviour (hugging, kissing etc.)	-10
13	Climbing over the gates when it is locked	-10
14	Returning after roll call or failure to return to residence without prior notification	-10
15	Resident Student staying in the residence cannot bring outsider into the premises without prior permission	-10
16	Causing disturbance to others after lights out	-5
17	Entering into the bedroom of a Resident Student of the same sex after roll call	-5
18	Poor hygiene, untidiness, personal objects occupying common areas	-5
19	Wastage of water and electricity, damage of other people's belongings	-5
20	Swimming after roll call	-5
21	Inappropriate attire while within residence compound (including walking around in the nude)	-5
22	Failure to pick up the takeaway in time which affected other resident after lights out.(11pm)	-5
23	Back to hostel without permission during class.	-3

Demerit points that was previously accumulated will still remain valid



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Appendix 3: Reward Points System

No.	Description	Points
1	Participate in external Community Involvement Program (CIP) approved by Furen International School or the Hostel	+5
2	Accumulated four "Best Cleanliness Award"	+5
3	Participate in internal Community Involvement Program (CIP) organized by Furen International School or the Hostel	+2

***Note: Points rewarded in CIP Reward Points system cannot be credited to the regular Volunteer program.**

The orientation was conducted in Chinese on _____

Name:

Signature: