



Housing Policies for the Center for Global Education

Approving University Official(s): Office of University Provost

Responsible Office: Center for Global Education

Effective Date: July 1, 2016

Next review date: July 1, 2028

I. Policy Statement

The Center for Global Education provides safe, clean, and hospitable student housing that supports the program's educational aims and ensures responsible health, safety, and security measures.

II. Purpose

The purpose of the Center for Global Education's housing policy is to provide, to the greatest extent possible, accessible student housing close to academic facilities, co-curricular activities, and transportation options that promote student access to the local culture.

III. Audience

Students enrolled in programs administered by the Center for Global Education.

IV. Procedures

A. Housing and Dietary Preferences

For most programs, students will be given access to the Housing and Dietary Preferences Form upon acceptance to their chosen program. The student should review and complete the form thoughtfully so that the program director and CGE can make the most suitable housing assignment. The Center for Global Education, along with the program director and program provider, reviews the Housing and Dietary Preferences Forms and makes assignments based on student requests and within the limits of the on-site housing arrangements. The Center for Global Education cannot guarantee housing preferences. All program accommodations are designed to be double-occupancy.

CGE collaborates with Drew's Office of Residential Life when questions about appropriate housing situations arise, and, to the extent possible, follows Drew's on-campus Housing guidelines. Once CGE assigns housing, there will be no changes

except in limited or special circumstances. CGE reserves the right to fill any empty housing space with additional program participants at any time.

B. Vacating and Condition of Premises

Students are expected to stay in the official program housing for the full length of the program and must vacate the accommodations on the last official day of the program. If circumstances require an early departure, students must first obtain permission by notifying, in writing, the program director. No refund will be given for early departures. Specifics of move-out procedures will be provided on-site. If students wish to arrive at the program site early or stay beyond the program end date, students will be responsible for securing and paying for their own housing. Students must adhere to proper check-out procedures when vacating program housing, including turning in keys; removing personal items, waste and debris; and leaving the housing unit in essentially the same condition it was upon move-in. The program director may check housing as deemed necessary throughout the program without prior notice.

C. Rules and Regulations

Students will receive and are expected to conform to the local rules and regulations of the housing assignment during the program. The following are general terms and conditions that apply to all Center for Global Education program accommodations (apartments, youth hostels, host families, hotels, university housing, etc.). All program participants are subject to Drew's Student Conduct Policy and Procedures, regardless of housing arrangements.

- **Peaceful and Quiet Environment:** Remember that students are guests in the host country and that rules of etiquette and common courtesy may be different from those in a student's home country or on Drew's campus. It is important that students be respectful of their neighbors and hosts; refrain from excessive noise and commotion; abide by any local curfews or noise ordinances; and be discreet and quiet in their buildings and surrounding neighborhoods. Keep in mind that at all times, students represent the program, Drew University and a student's home country during their time abroad and are expected to conduct themselves accordingly.
- **Cooperation, Respect and Cleanliness:** A successful experience in a CGE program requires students to be respectful of roommates and/or host family members and their personal property; to maintain a clean, neat living environment and to cooperate with their roommates in this regard; and to be polite and tolerant of personal differences.
- **Conflicts:** If conflicts or significant disagreements with roommates arise, it is important that the student informs their program director. They can assist and take appropriate action regarding such disputes – which may include a change of housing assignments.

- **No Smoking:** Smoking is not allowed in any Center for Global Education student housing or program facility.
- **Animals:** Pets are not allowed in any Center for Global Education student housing or program facility. Students who have Service Animals must have them approved by the Office of Accessibility Services and should consult with the Center for Global Education Director to determine whether individual programs can accommodate specific needs. Students should be aware that Service Animals may not be accommodated outside the United States. Students are responsible for their Service Animal at all times while on the program.
- **Visitors:** Students are responsible for the conduct of people visiting their housing, including any damages they cause. The student and their guests must respect the specific rules associated with their housing assignment concerning visitors. The student is responsible if their visitors violate these or any local rules or regulations.
- **Overnight Visitors:** Overnight visitors are not permitted in any Center for Global Education housing under any circumstances. If a student is welcoming friends or family to the host country for a visit, the student must find independent accommodations for their visitors.

D. Keys and Security

Each CGE participant will be issued keys to housing upon check-in. Under no circumstances may a student share or copy their keys. If a student loses or damages keys during the program, they will be responsible for the cost of replacing keys and/or all associated locks. The student is also required to follow any additional security procedures as dictated by their specific housing facility. If their housing facility uses a security code, the student may NOT share this code with anyone who does not live in the building. The student must physically escort any visitors to and from entryways and housing units.

E. Independent Housing

Housing arrangements have been specifically and carefully chosen to support the academic and extracurricular goals of individual programs. Students are required to use the program housing arranged by Drew. Students may not arrange for their own housing or choose independent housing, unless the student can demonstrate compelling circumstances to the Center for Global Education's satisfaction and have secured written approval in advance from the Center for Global Education.

F. Theft

Students are fully responsible for their personal belongings and will not receive compensation from CGE for any theft or damage of those belongings by a third party or other CGE program students. Students are encouraged to investigate obtaining insurance and coverage for personal property, such as electronics, through their parent/guardian homeowners insurance or temporary policies. Students are strongly encouraged to leave expensive jewelry or irreplaceable items at home.

V. Consequences of Violating this Policy

Non-compliance with this University policy may result in potential violations, disciplinary action and/or sanctions by the University as indicated below and in accordance with the policies and procedures of the Office of Campus Life and Student Affairs.

A. Damages

Upon moving into housing, students may be required to complete and sign an inventory checklist, an accurate and complete record of the contents and conditions of rooms and any shared common areas. At the end of the program, when students check out of the program housing, the Inventory Checklist and housing inspection will serve as the basis for billing as appropriate. All damage, even unintentional, will be billed to the student account. If responsibility cannot be determined in the case of housing shared by two or more program participants, the cost will be split equally among all residents. If excessive cleaning and trash removal is required at the end of the program, the student will be responsible for all additional costs incurred. The program director, without liability and at the student's expense, will dispose of any personal items left in program housing at the end of the program. The program director will make every effort to inform the student of any fees or charges that will be billed; however, the program director reserves the right to inspect housing and assess charges after the student's departure.

B. Keys and Security

If a student loses or damages keys during the program, they will be responsible for the cost of replacing keys and/or all associated locks.

VI. Contacts

The following office can address any questions regarding this Policy:
Director of the Center for Global Education, phone: (973) 408-3438;
Emergencies: Department of Campus Security, phone: (973) 408-3379.

VII. History

Policy enacted July 1, 2016.

Policy last revised December 2024.