



# Management and coexistence regulations

**Nebrija University Residence Halls**



RESIDENCIAS  
NEBRIJA

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# Introduction

Nebrija Residences is an institution that works in close collaboration with Nebrija University. Its primary purpose is providing teaching staff and students of Nebrija University, or any other university or research center that requests it, with accommodation, meals and services during their study or research period, as well as seeking to provide the residences with the facilities and means necessary to promote an environment conducive to study, research and cultural and human development.

Studying is a fundamental obligation of the resident. Therefore, residents must create a suitable environment to be able to study. Attending classes is an essential obligation, and failure to attend classes without just cause is a serious lack of responsibility. In the opinion of the Management, not studying may be cause for non-renewal in the residences for the following academic year.

Parents continue to be the fundamental pillar in the personal, educational and moral development of their children, and admission to our centers is a qualitative leap in the responsibility and maturity of the resident. Therefore, Nebrija Residences recognizes the right of parents to be informed about the progress of their son/daughter, or even to be contacted on their own accord; as well as the right of the resident to deal with him/her first on day-to-day issues.

The Augustinus-Nebrija, Nebrija-Chamberí, Nebrija-Corazonistas and Nebrija-Arturo Soria University Residence Halls are centers managed by Nebrija Residences.

Choosing one of the university residences implies accepting these regulations, which are delivered and made available to all residents before they choose one, and after their arrival. Therefore, in no case will lack of knowledge be admitted as justification of non-compliance with the rules contemplated therein.

We trust that these general regulations, which are the same at all our centers, conveniently supervises life in them and fosters responsibility towards oneself and towards the university community by achieving the academic goals of our residents; they are also complemented with specific addenda for each center that take into account the distinctive features of each.

**These Management and Coexistence Regulations are in force for the 2024-2025 academic year, and will be valid for successive academic years until further update. Last updated on 01/01/2024.**



# Management Regulations

## Place contracting

The resident's place is contracted for one academic year.

The following people can stay at Nebrija Residences:

1. Students enrolled at the Antonio de Nebrija University, as well as professors or staff of the university.
2. Students or professors from other universities or advanced study or research centers

At the beginning of each year, the corresponding addendum for the following academic year will be published, which will include the services (accommodation, support and others), the rates and the place reservation process.

Unless there is a particular provision to the contrary, and in accordance with the academic calendar that Nebrija University sets for each academic year, the residences:

- will open to residents one day before classes start or resume.
- will close one day after the start of the summer, Christmas and Easter holidays

The resident's place is contracted for a period of 9 months, which will be developed between one of these two options:

- **OPTION 1.** Check-in date: September 1.  
Check-out day: May 31.
- **OPTION 2.** Check-in date: September 15.  
Check-out day: June 14.

Academic year residents who wish to extend their stay beyond the contracted period must request it from the Management of their center, and their request will be dealt with if possible, depending on the availability of places in the residence at that time.

Residents will occupy the room assigned to them for the contracted period, and will not be able to choose or change said room for another at their discretion. Continuity in the same room until the next academic year will be encouraged, except for justified reasons and with the approval of the Management. Due to organization or convenience, the Management may also reassign rooms at any time, or regroup residents who, having contracted double rooms once the academic year has begun, are left without a roommate for any reason.

The payment to stay at the residence can be made in either of these ways:

- **PAYMENT IN STALMENTS.** It is made by means of quarterly payments made by direct debit. The collection dates are September 1, December 1 and March 1.
- **SINGLE PAYMENT.** This is a one-time payment paid by direct debit or bank transfer. Residents who choose this method of payment will be able to benefit from a small discount on the total annual fees, in which case it will be published in the official fees for the academic year. The collection date will be September 5.

Invoices that are returned will be surcharged with 1% of the amount of the invoice, and must be paid within 5 days by deposit in the account provided by Nebrija Residences.

In the event that the circumstances within the formalized contract, through no fault of the parties, are modified, or even profoundly changed, due to force majeure, the resident must continue to pay the fees for the contracted stay, and all notwithstanding the resident's ability to withdraw, under the specific terms agreed upon, from the contract if the possible compensation measures adopted by Nebrija Residences were not accepted by him/her.

In the event that a person other than the resident is established for the payment and/or direct debit of the invoices presented by Nebrija Residences, said person will be jointly and severally liable along with the resident for the purposes of collecting pending invoices.

## Reservation Process

The status of resident and the right to occupy a place will be acquired once the admission and allocation process has been completed, as well as the accreditation of compliance with the economic and administrative requirements.

In order for the resident to contract a place, the payment of the following will be necessary:

1. Pre-registration.
2. Reservation. The amount of the reservation will be applied to the payment of the first quarter, or in its case, of the single payment.

# Management Regulations

## PLACE CONTRACTING PROCESS FOR NEW RESIDENTS

1. The interested person must fill out the online application form and follow the steps that will be indicated in the e-mail they will receive once the application form has been completed. They must provide the requested documentation, fill in the questionnaire and choose a date for the online interview.
2. Those who are contacted by Nebrija Residences and are told they have passed the admission process must make the pre-registration payment in order to be registered on the list of candidates for vacant places.
3. At the end of April, the definitive allocation of a place will be communicated in writing, assigned in strict order of the date of the payment of the pre-registration, together with instructions for place reservation and contracting by paying the amount equivalent to one monthly payment and sending the requested documentation

Those who send their application for admission from May onwards, if there are still places available, once admitted they must contract the place by paying the pre-registration and reservation in one single payment, and send the requested documentation.

Residents will be entitled to a refund of the pre-registration fee when:

1. The person registered on the list of candidates for vacant places cannot be awarded a place.
2. The person registered on the list of candidates for vacant places is offered a place other than the residences and types of places requested, and does not reserve it. The centers and types of places requested by the candidate appear in the admission email issued by Nebrija Residences.

The deadline to request the refund of the pre-registration fee will end on June 1 of the year in which the resident requested admission to the residence.

The resident will be entitled to a refund of the pre-registration fee and reservation only in the event that the new resident is not formally admitted to the destination teaching center in the Community of Madrid.

The newly admitted resident will submit a letter communicating the cancellation for the corresponding academic year and justifying it with one of the following documents:

- a) Letter of non-admission to the Community of Madrid center of studies where the future resident wished to study.
- b) Grades of the EBAU (University Entrance Exam) that appear as FAIL
- c) Academic document with grades that make it impossible to be admitted to the center of studies of the Community of Madrid where the future resident wished to study

Any cancellation that is not justified with any of these documents will not be entitled to a refund of any amount.

The deadline to request the refund of the pre-registration fee and the reservation will end on July 15 of the year in which the resident requests admission to the residence.

Likewise, refund requests submitted after the dates indicated will not be entitled to a refund of any amount, even if any of the causes set out above take place.

If, by the dates established in the definitive vacancy allocation email, the newly admitted resident has not submitted all the documentation required in said document, Nebrija Residences may consider the application as resolved, with the consequent loss of the amounts paid up to the date, which will not be subject to refund in any case.

## PLACE CONTRACTING FOR CURRENT RESIDENTS

The renewal of a place is the continuity in the contracting carried out the first year, with the new economic, regulatory or service provision conditions that are published for the corresponding academic year.

The renewal process for contracting a place for current residents is:

1. The interested resident must fill out the renewal application form and submit it to their residence, together with the requested documentation within the period established in the call that will be published, normally, before the Easter holidays.
2. Nebrija Residences will communicate the resolution on the acceptance or denial of renewal, based on the provisions of these MANAGEMENT AND COEXISTENCE REGULATIONS, by email to the addresses provided in the renewal request, and within a maximum period of 15 days from the date of submission of the renewal request.

# Management Regulations

3. In case of accepting the renewal request, Nebrija Residences will issue a single invoice corresponding to the contracting of the place (pre-registration and reservation) on May 15 of the current year to the habitual account number. If anyone wishes to change the direct debit, they must contact the Administration department to modify it.

The Management reserves the right to renew or not renew the place contracting for current residents, depending on the availability of places, the order of preference established, the candidate's suitability in view of their behavior, academic grades or any other criteria determined by the Management, as well as the degree of compliance with the rules established in these regulations and others applicable in each center or, in the case that the resident is a student of the Antonio de Nebrija University, their strict compliance with the General Regulations for the Student Body of said University.

In the event of cancellation of place contracting for those residents who have renewed their place, as provided in that section, they will not be entitled to a refund of the amounts that, if applicable, they would have paid, even if it is due to not continuing the studies that they were taking.

## Withdrawal, rescission and termination of the contract

### WITHDRAWALS DURING THE ACADEMIC YEAR

If during the academic year the resident wishes to withdraw from the residence, they must notify Nebrija Residences in writing at least 30 days before the date of issuance of the following invoice. No amount paid up to that time will be refunded.

Residents will be able to stay until the day they have paid. Failure to comply with the minimum notification period will entail an economic penalty for the resident equivalent to one monthly payment.

### CASES OF CONTRACT TERMINATION AT THE REQUEST OF NEBRIJA RESIDENCES

During the contracted period, Nebrija Residences may unilaterally terminate the contracting of the place if any of the following circumstances arise:

1. If the resident takes more than 15 days to make the payment obligations from the due date, Nebrija

Residences may terminate the contract and this will lead to the suspension or loss of their status as resident, notwithstanding the right that assists Nebrija Residences in claiming what is owed. In this case, the resident will have five days to leave the residence from the day they are notified.

2. Due to the opening of a disciplinary proceeding after which the Residence Management has imposed a sanction of temporary or definitive suspension of the resident status. The sanction imposed in these cases will be enforced immediately and cannot be appealed. The resident who is temporarily or permanently suspended due to a disciplinary sanction will not be entitled to a refund of any amount for the sanction period, or to any other amount that had been previously paid.
3. Supervening causes related to the resident's personal situation that, affecting the provision of services or coexistence, could entail the removal of the resident. Likewise, the concealment of information that affects the provision of the contracted services will also be reason for removal.
4. Others that, due to their seriousness, pose an obvious risk to the resident, his or her companions, or the coexistence in the residence.

In cases 3 and 4, the resident must leave the center on the agreed date, having been reimbursed for the entire period paid and not used up to that moment.

### TERMINATION OF CONTRACT

At the end of the stay –due to withdrawal, rescission or termination of the contract–, the resident and the parents or legal guardians will be responsible for any missing items that were placed at the resident's service at the beginning of the academic year, as well as for the deterioration of the general condition of the room if due to misuse.

**Nebrija Residences** places special emphasis on coexistence between peers through respect and good behavior as an instrument to facilitate an environment of study and rest for all residents. Likewise, it promotes the proper use of the facilities and services available to residents, and ensures their safety and health.

These regulations govern our centers and are mandatory for residents who are admitted to them.

Before entering the centers and at the beginning of the academic year, each resident is given a Welcome Manual, which contains the specific regulations of each residence that are complementary to these regulations

# Coexistence Regulations

## Coexistence and respect

Coexistence and respect for others is the fundamental key to facilitating a good environment for study and rest.

Therefore, it is the resident's obligation to:

- Show due respect to all staff and follow their instructions at all times, especially night staff. They provide a daily report to Management for evaluation with all incidents that occurred during their shift.
- Facilitate the integration of residents.
  - All residents have the same rights, whether they are first-years or higher. Treatment of other residents must be correct and cannot generate positions of power between one another, nor any type of discrimination.
  - It is the responsibility of veteran residents to support newcomers in becoming integrated in an affable and respectful manner, and it is everyone's duty to participate in the integration activities proposed by the Management of each of the centers.
  - Hazing is strictly prohibited and carries serious penalties for both veteran and new residents
- Maintain silence in the rooms and study areas.
  - Gatherings in the rooms with peers should be minimized as much as possible, and should be held during lunch and/or dinner hours. They should not always take place in the same room and should not exceed 10 minutes. If you are going to stay longer, it is preferable to move to the common areas.
  - When it is time for rest (00:00 h.) residents can only be studying or resting in the room, without making noise that could disturb others, and no other resident should be there. The recommended time of rest is 23:00 h.
  - Devices or objects that may cause inconvenience to other residents cannot be used. The use of speakers other than those integrated in the computers themselves is not allowed. Music, computer movies, games, etc., that generate noise should be listened to with headphones.
  - The doors of the rooms, library, study rooms and leisure rooms must always be closed.
- Do not access the room of another resident without his/her permission.
- If you are going to leave, leave the residence before 00:00h in order to promote peace and rest for the other residents. We inform you that if you arrive later than 00:00h. on weekdays, or 4:00 a.m. on weekends or on the eve of a holiday, the arrival time will be recorded in those residences where this monitoring is carried out.

- Correctly use and do not abuse of the Internet connection.
- Where appropriate, each of the residences may regulate the use of electronic media and in particular the Internet connection and email, in order to guarantee compliance with the current applicable legislation, the reasonableness of its use and the avoidance of abusive uses or those contrary to harmonious coexistence.
- Use correct language at all times, free of vulgarities, and always show a dignified demeanor, with particular care in personal hygiene.
- Dress decently inside the residence, therefore it is not allowed to go to the common areas in a bathing suit, pajamas or barefoot. Good manners in the dining room are also especially important.
- Do not use or have clothing or materials that are offensive to the university spirit or are not ethical or are discriminatory.

## Facilities and services

The use of the facilities and services must be done in a way that stimulates and does not undermine the right of others to their personal development, study, work or rest. Likewise, order will be ensured both in the rooms and in the common areas.

In order to achieve these objectives, it is the obligation of the resident to:

- Maintain cleanliness and order in the common areas, and particularly in toilets and elevators. This care contributes to making coexistence more pleasant.
- Take care of their room. Making holes or the use of adhesive materials on the walls is not allowed, as it quickly damages the walls. The resident must be responsible for the belongings and material that the residence makes available to them. Whoever contravenes this rule will be responsible for the damage caused.
- Request permission from the Management to modify the arrangement of the furniture in the room, as well as to install additional furniture or appliances to those offered by the residence.
- At the end of the contracted period, residents must take all their belongings. Otherwise, the residence will have the power to decide on everything that has been left behind, not being obliged to contact to consult on such belongings.

# Coexistence Regulations

- In the case of place renewal, the residence may set up a space in each center for the storage of a certain number of packages during the summer. It will be the resident's responsibility to be informed of the procedures established by the residence hall for the reception of such packages. It is also the resident's responsibility to ensure that he/she deposits them in accordance with these procedures. Finally, and in any case, the residence will not assume any responsibility for the custody and content of the deposited belongings, so it is recommended not to leave valuables.
- Respect the established schedule of services that stipulate it.
- Eat exclusively in the areas enabled for it. Residents who are sick and in bed may request to eat in their rooms by communicating it to the reception desk.

## Safety and health

The residences are a space in which a large number of people live together, for this reason and in order to guarantee everyone's well-being, special attention is paid to the prevention of aspects that guarantee the safety and health of the residents.

The residences have 24-hour reception staff and an internal video surveillance circuit. However, residents are advised not to have valuables or large sums of money in the residence. Likewise, we recommend keeping both money and personal objects watched over or inside the room, and maintain the room closed when the resident is not in it. Nebrija Residences will not be responsible for the residents' belongings.

For all these reasons, it is the obligation of the resident to:

- Have a Social Security health card or, failing that, the supporting documentation of private medical insurance, in order to benefit from home or hospital medical care if necessary.
- In case of illness, notify the reception desk immediately. Likewise, we inform that:
  - In the residences, residents will not be supplied with any type of drug or medicine that is not included in the basic components of a first-aid kit.
  - Under no circumstances will Nebrija Residences issue supporting documents for the resident's absence from class, even in the case of illness. In the latter case, it must be a physician who issues said document.

- Residents who, due to medical prescription, need a special meal regimen will provide the Management at the time of definitive place reservation a medical report indicating the diet they must follow, and it will assess whether it is possible to provide said service and if applicable, the extra cost or, on the contrary, whether the resident cannot reserve their place there in the end. Likewise, if any of these circumstances arise during the academic year, the Management will assess whether it is possible to provide said service and, if applicable, the extra cost or, on the contrary, whether the resident must leave the center.
- If the resident suffers from a contagious disease that poses a significant risk to the health and/or safety of the residents or the staff of the residence, the Management may determine that the patient must temporarily leave the residence, not reimbursing any amount for the days of temporary exclusion.
- Not light candles or the like, heat radiating devices (heaters, resistors...), stoves, microwaves, irons or any other appliance with these characteristics.
- Keep the windowsills of the room free of objects as they can fall and cause an accident.
- If the resident is going to sleep one or several nights away from the residence, they must inform the center's reception desk and indicate the date of return.
- Not consume, introduce or have alcoholic beverages or drugs of any kind within the residence.
- Not have weapons or objects of any kind that may represent a risk of physical or psychological harm to other people.
- According to Law 28/2005, there is no smoking in the entire premises of the centers, including the rooms.

## Rights of the residence

In exercising the functions of Nebrija Residences, and in order to guarantee their correct development:

- Nebrija Residences reserves the right to enter the rooms at all times for reasons of coexistence, safety and provision of services, as well as to access or facilitate access to third parties for emergencies, breakdowns, repairs, or for any other reason of urgent need.
- The staff of the residences may temporarily remove objects that pose a risk to safety, health, or coexistence in the residence, as well as those whose installation or use is not permitted by the regulations of each center. These objects will be delivered to the Management of the residence so that it can assess how to proceed.



# Coexistence Regulations

- By accepting these Management and Coexistence Regulations, the resident authorizes Nebrija Residences to inform the parents, guardians, financially responsible persons or those who exercise parental authority over the resident, of his/her departures or arrivals, or of his/her general behavior when it could affect academic performance or the daily coexistence in the residence, as well as when they request it. These communications may be made by verbal, written or telematic means.
- It is the function of all personnel who work in the Nebrija Residence centers to ensure compliance with the rules of each residence so they may reprimand residents for inappropriate behavior.
- Nebrija Residences may deny access to their residences to any person who is not a resident

## Other applicable regulations in each center

The Nebrija-Arturo Soria University Residence Hall offers its residents the possibility of staying open during the Christmas and Easter holiday periods as long as there is a minimum number of 10 residents who request to stay. The deadline for requesting that it be kept open shall be 30 calendar days before the start of the Christmas or Easter holidays. Those residents who, having requested its opening, do not make use of the residence hall, will have to pay for the stay of the days requested and not used according to the rate for single days, as long as the number of people staying during those days is less than 10.

During the days of the Christmas and Easter that the Nebrija-Arturo Soria University Residence Hall is open, the board service will not be provided in any of its options (breakfast, half board or full board).

The resident of the Nebrija-Arturo Soria University Residence Hall will have 30 calendar days from the start of the beginning of the contracted period to modify the contracted meal service (breakfast, half board or full board). After this period, this option may not be modified.

These regulations are complemented by the Welcome Manual and any addenda, informative notes, brochures or written instructions that are issued by the Residences Management for each specific case.

## Disciplinary system

### GENERAL ASPECTS

Notwithstanding the legal measures that could be conducted against those who violate rights that are susceptible to protection, both of Nebrija Residences and of the members of the university community, among which are all the residents and staff assigned to our centers, breach of the terms in these Management and Coexistence Regulations may be sanctioned in accordance with its provisions.

Offenses that are considered minor by the Center's Management with regards to what is stated below, will be sanctioned directly by the Management through the corresponding warning or economic sanction, without prejudice to the obligation of the person responsible to repair the damage caused at their own expense.

Offenses that are considered serious or very serious will lead to the opening of the appropriate disciplinary record, after which the Center's Management will impose a sanction proportional to the seriousness of the acts committed, which may even be the temporary suspension of the resident's status, or the definitive expulsion from the Center. The sanction imposed in these cases will be enforced immediately and cannot be appealed. In addition, and if the seriousness of the facts makes it necessary, in the case of residents who are in turn students of the Antonio de Nebrija University, the Center's Management may transfer the instructions and the agreed sanction to the Permanent Disciplinary Commission of said University so that, by means of the opportune resolution, it agrees on what is appropriate, including the loss of the condition of student at the University.

The resident who is suspended or loses his/her status as a resident due to a disciplinary sanction will not be entitled to a refund of any amount, nor of the amount that may correspond to the days subject to the sanction, in the case of suspension, nor to any other that would have previously been paid.

The offenses committed are accumulated in the resident's file regardless of the academic year in which they occurred.

# Coexistence Regulations

## MINNOR OFFENSES

- Using common services outside the established hours or improperly.
- Violating the rules on cleanliness and hygiene of the common areas and rooms.
- Participating in any activity that disturbs coexistence within the residence and in particular disturbs night rest.
- Failing to comply with the schedules established in these regulations or in the Welcome Manual.
- Staying in the common areas with people who are not residents outside the established hours.
- Keeping utensils belonging to the common areas and services in their room.
- Failing to observe any other duties or rules established in these regulations or in the Welcome Manual whose sanction does not constitute a serious or very serious offense.

## SERIOUS OFFENSES

- Organizing and/or promoting any activity that disturbs coexistence within the residence and in particular night rest.
- Disrespecting the residents, as well as anyone in the facility.
- Failing to comply with the orders and/or direct instructions of the center's staff.
- Staying in the rooms with people who are not residents outside of the authorized cases.
- Entering another resident's room without their permission.
- Damaging the furniture or belongings of the residence, as well as any act that may cause damage to the building or its facilities.
- Improper or abusive use of electronic and computer resources placed at the service of residents, such as the hoarding of resources, including bandwidth, the mass sending of messages, the unauthorized downloading of software, music or movies.
- Seriously disturbing the study or rest of the residents.
- Unauthorized possession or consumption of alcohol inside the Center's premises. Also, being present in a room or area of the residence where alcohol is being consumed in an unauthorized manner.

- Having or introducing animals in the rooms.
- Committing three minor offenses in a period of less than 12 months.
- Facilitating or collaborating in the access to the residence of persons not belonging to the center without previously registering them at the reception.

## VERY SERIOUS OFFENSES

- Failing to comply with the instructions and/or direct orders of the Center's Management.
- Disrespecting the people who work at the Nebrija Residences centers.
- Intentionally damaging the furniture or belongings of the residence, as well as any deliberate act that may cause damage to the building or its facilities.
- Giving the use of the room totally or partially to people who are not residents of the residence.
- Possessing or consuming any type of drugs or narcotic substances. Also, being present in a room or area of the residence where any type of drug or narcotic substance is being consumed.
- Possessing weapons or objects of any kind that may represent a risk of physical or psychological harm to other people.
- Using electronic and computerized means to commit acts that are against the law, morality or public order. Also, and specially, using social networks or the like to belittle, insult, or disrespect the dignity of other residents.
- Any act that may endanger the integrity of the people who are in the Center or its surroundings.
- Carrying out any individual or collective act or manifestation inside or outside the Center that may seriously affect the reputation, good name, safety or integrity of the residents, the Nebrija Residence centers, the residence staff, Nebrija University or the residents' centers of study or research, as well as any other serious act contrary to the university spirit, especially hazing.
- Committing acts constituting a crime or misdemeanor as classified in the Penal Code.
- Committing three serious offenses in a period of less than 24 months.

# Former residents

At Nebrija Residences, we believe that our former residents are as important as our current residents, which is why we want to continue to keep the bond with all of them alive, and accompany them in the following stages of growth and education.

The years lived in the residence are a first-class experience. For them, it became their second home, the place where they took the step to start becoming independent, the place where they grew as people alongside their peers.

It is the obligation of each of the residences to look after the bonds of friendship that were forged during the years of their stay, and for this purpose, the FORMER RESIDENTS CLUB was created, a meeting and participation space for all those who want to stay in touch with their peers and with the institution.

People who have stayed, regardless of their period of accommodation, in one of the centers that Nebrija Residences has managed throughout its long history may belong to the Club (for these purposes, they are: Augustinus University Residence, Oscus, Hermanas de la Caridad del Sagrado Corazón de Jesús and Hijas del Amor de Dios).

In order to be admitted as a member, the interested resident must submit the application for admission to the Management and this will determine, according to their trajectory during their years of stay, the granting of said member status.

The former resident and/or member of the Club will have the right to participate in the activities organized by the residences and the use of their facilities, under the particular conditions established by each center. A biannual meeting will be organized, as well as a forum for sharing experiences between the different generations that have passed through the residences.



**Augustinus-Nebrija**  
University Residence Hall



**Nebrija-Chamberí**  
University Residence Hall



**Nebrija-Corazonistas**  
University Residence Hall



**Nebrija-Arturo Soria**  
University Residence Hall



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