

# RULES AND REGULATIONS 2022/2023

## 1. GENERAL TERMS

### ARTICLE 1: ALEGESSEC Membership

The four ESSEC Business School student halls of residence are managed by ALEGESSEC ("Association pour le Logement des Etudiants du Groupe ESSEC"). The association statutes are applicable to the halls in their entirety.

To benefit for an accommodation in one of the residences managed by ALEGESSEC, the applicant student must join the association and pay their annual membership fee.

The amount of the annual membership fee is set each year by the Board of Directors and varies depending on whether it is a first-time membership or a renewal.

#### **Common charter of the respect of others.**

It concerns the whole community Essec. Everyone must take knowledge of it, practice it and respect it, in every occasions. Beyond the text that reflects the values of Essec and requires their respect, a global process has been built to make aware by all means our community. This means that in all our campuses, whatever its status: student, professor, speaker, collaborator, partner is made aware of and subscribe to this text, developed collectively following an internal and external consultation process.

### ARTICLE 2: Definition of offer

The following are made available to members:

- private accommodation/a furnished bedroom situated:
  - within the living quarters (ranging from 6 to 11 bedrooms) of the "Résidence du Parc",
  - within a two-bedroom apartment (two separate bedrooms and shared sanitary and cooking facilities),
  - within a one-bedroom apartment,
- semi-private accommodation, common room(s), or a two-bedroom apartment.
- the general living areas (meeting rooms, TV room, corridors etc.) contained within each of the residences.
- compulsory services provided by the association in its capacity as the residences administrative manager (maintenance and upkeep – computer network)

### ARTICLE 3: Membership criteria

Accommodation in an ALEGESSEC hall of residence is open to:

- Students enrolled with an ESSEC Business School institution or program,
- Participants in ESSEC Business School international academic programs,
- Other students outside the ESSEC group in Cergy-Pontoise, subject to availability and with the consent of the heads of the association,

In addition, some places are reserved by the Val d'Oise Prefecture and the Cergy-Pontoise Township Federation in accordance with existing agreements.

### ARTICLE 4: Allocation criteria

Article 4-1 – Criteria

Subject to availability, rooms are allotted by considering the length of the contracts (the longest contracts have priority), the date of receipt of the complete application and according to an order of priority respecting the following criteria:

- Students who are minors on September 1<sup>st</sup> of the academic year,

- The financial situation of the student (recipients of higher education scholarships from the French Government (CROUS), ESSEC scholarships granted by the programs),
- Geographical origin, with priority given to international students, then those from outside the Paris area, then those from certain suburbs of the Paris area [77/91/93/94] and then those from the remaining Parisian suburbs plus central Paris [78/92/95/75].

*The allocation rules apply to obtain an accommodation. The choice of the residence on which the accommodation will be allotted is carried out according to the availability of each residence.*

#### Article 4-2 – Terms of housing requests

To enjoy the services provided to members of the ALEGESSEC association, every student applying for a room must register directly on the online portal “My housing application”, fill the form and send the below documents, to formalize his/her application:

- ALEGESSEC association membership form,
- Additional membership clause specifying in which the student will have to specify the length of his/her stay and the 3 residences wishes,
- Your credit card information to validate your file (no amount will be deducted before the allocation of accommodation),
- Copy of your ID card,
- For the non ESSEC students, school certificate or any document proving the student status,
- In case of, any documents proving your scholarship student holder status,

The online validation of the additional membership clause and the present rules and regulations constitute the occupancy title granted to the student. They set out his/her contractual rights and obligations towards ALEGESSEC, the administrative manager of the students' residences as soon as he/she has been assigned a room.

### **ARTICLE 5: Date and mode of occupation of accommodation**

Definitions of different dates:

- The contract start date corresponds to the start date of the invoicing,
- The arrival date corresponds to the key pick-up date,
- The departure date corresponds to the date when the keys have been handed in,
- The end date of the contract corresponds to the end date of the invoicing.

The contract start date is the date specified by the member on the reservation portal “My housing application”. It is confirmed by email once the membership fee and the security deposit have been paid. It corresponds to the date of arrival.

The date shift of the contract start date is possible according to the following provisions, and after the explicit and written agreement with the ALEGESSEC:

- Arrival before the initially scheduled contract start date: Agreement depending on room availability. The contract start date is updated to the desired arrival date.
- Arrival after the initially scheduled contract start date: The postponing without fees is possible within the limit of 14 days in regards to the initial contract start date. Beyond that, the amount of the rent is due.

The member can repeatedly request a date shift, but the initial contract start date remains the reference basis to apply to the afore mentioned provisions.

The student checks the state of his/her room, of the semi-private spaces and the equipment available to him/her. He/she should state all damage on the digital “room inventory” form on the portal “My housing account”.

A bedroom is made available to each member of the ALEGESSEC association for the duration of his/her choice, as confirmed in the additional clause to the contract and upon receipt of the annual membership fee, security deposit, administrative fee, admission fee and monthly fees payment, as stipulated in articles 18,19, 20, and 21 of the present rules and regulations.

The student member of the association alone can occupy the room allocated. He is free to receive visits, however, the right of visit does not give the right to accommodation.

Non-respect of these clauses will result in the possible application of sanctions (cf. article 32).

**Allocation of an available room is subject to the formal signing in advance of a MULTI-RISK ACCOMMODATION/CONTENTS INSURANCE POLICY by the student member, who must also produce an insurance policy document in order to obtain the keys to his/her room.**

During the 3 days following the handing over of keys, the student must validate the inventory form on his/her housing account. Failure to validate the inventory form within the required time will be taken as acceptance of the condition of the room. Any damage not indicated upon occupation of the room will be charged when the final inventory is carried out at the end of the occupancy.

**The keys are handed over during the opening hours of the ALEGESSEC offices.**

**Outside these hours, fees for an arrival outside opening hours will be charged**

## **2. ORGANIZATION OF COMMUNAL LIFE**

### **ARTICLE 6: Representation of members**

#### ***Responsibilities of representatives:***

The role of representatives consists of the following:

- Representation of all student members at ALEGESSEC Board and General Assembly meetings, as board and council members,
- Communication of issues expressed by student members regarding communal life,
- Proposal of potential improvements to living conditions.

#### ***Designation of representatives:***

The members of each residence will elect, for 1 year and for all procedures deemed necessary, nine incumbent representatives and nine deputy representatives. These representatives will participate in the ALEGESSEC Board and General Assembly.

The number of representatives for each residence will be divided in the following way:

The Parc residence: 2 incumbents – 2 deputies

The Linandes residence: 2 incumbents – 2 deputies

The Hauts de Cergy residence: 3 incumbents – 3 deputies

The Port residence: 2 incumbents – 2 deputies

They may also be assisted by students in charge of the internal running of each hall of residence.

### **ARTICLE 7: Use of communal areas, semi-private areas and facilities**

#### **a) Communal areas**

Communal areas correspond to all non-private areas accessible to all student members.

These areas are the responsibility of all student members.

They are collectively responsible for all facilities and furnishing available to them in the communal areas.

In the event of damage or wear and tear caused by students in communal areas, an estimation of the repair work necessary will be made and invoiced, for payment by the student(s) identified as responsible. If their identity cannot be established, by default the entire group of students occupying the residence and the time of the incident(s) will be invoiced.

A specific room per residence is available to students for event or parties.

The number of participants is limited to 30 people.

Its availability must be subject of a prior request via the ALEGESSEC portal and must be sent to ALEGESSEC at least 48 hours before the event.

Only student members of ALEGESSEC living in the residence planned for the event may make such a request.

Under no circumstances will a request to hold an event in a hall of residence be accepted if an event is already due to take place on the same day on the ESSEC campus or in another residence.

An inventory of the room will be carried out before and after the event. At the end of the event, the room must be clean and tidy.

Any necessary repairs will be invoiced to the people in charge of organization of the party/event or, by default, to all occupants of the hall of residence in question. The cost of any repairs will be added to the following monthly fee payments or, by default, deducted from the beginning-of-year security deposit.

- On Friday evenings and at the weekend, use of the room may not go beyond 2am.
- From Sunday evenings to Thursday evenings, use of the room may not go beyond 10.30pm.
- Peace and quiet must be maintained in the communal areas during the daytime.

Use of the multi-gyms at the halls of residence is subject to students respecting the charter stipulating the rules and behavior in the multi-gym(s) and laid out by the "Bureau des sports du groupe ESSEC". This charter is on display in each multi-gym (cf. appendix 1).

Use of service lifts is strictly forbidden.

In accordance with the 15 November 2006 decree concerning smoking, it is strictly forbidden to smoke in any communal or semi-private areas.

The ALEGESSEC reserves the right to close the rooms, for any safety reasons, degradation or abuse.

## **b) Semi-private areas**

Members of the Parc residence may use the semi-private areas of their living unit to organize social events.

A prior request must be made by the referent of the members of the unit of life, after consulting his roommates, via the ALEGESSEC portal, and must be transmitted to ALEGESSEC at least 48 hours before the event.

The number of participants is limited to 30 people. Social events are limited to two living units simultaneously for the entire residence. Those in charge of the organization will be responsible for all occurrences during the event and the behavior of all participants. They will ensure the cleaning of all areas and the respect of living, sleeping and working conditions for all other occupants. Only requests from residents of the living unit where the event is to be held will be accepted. Under no circumstance will a request be accepted if it is planned simultaneously with an event on the ESSEC campus or in another residence.

1. On Friday evenings and on the weekend, use of the room for the social event may not go beyond 2am.
2. From Sunday evening to Thursday evening, use of the room for the social event may not go beyond 10.30pm.
3. Peace and quiet must be maintained in the semi-private areas during the daytime.

## **ARTICLE 8: Safety**

Access to each hall of residence is protected by an access control system and interphone enabling visitors to call residents in their rooms. An emergency number is also available to residents. Students are required to meet visitors in the hall entrance.

Each student is responsible for the behavior of his/her visitor(s) in ALEGESSEC halls of residence.

Any loss of means of access to a residence must be reported immediately to ALEGESSEC.

Any loss of entrance badge or key must be reported immediately to ALEGESSEC.

Residents must also report any unusual incidents/behavior to a member of ALEGESSEC staff.

Residents must take part in the fire drills regularly organized by the association and are required to respect the safety instructions displayed in each hall of residence.

All fire-prevention and safety facilities and materials are the responsibility of residents.

Any vehicle parked on the residence's car parks must be covered by a valid insurance.

**Any misuse of safety equipment (e.g. fire extinguishers, key boxes, manual triggers ...) will be dealt with very seriously.**

Keeping objects on outside windowsills is forbidden.

The presence of illegal substances or those of a defensive/offensive nature (including 6<sup>th</sup> category firearms) is strictly prohibited.

#### **Article 222-37 penal code**

Transport, possession, offering, sale, acquisition or illegal use of drugs is prohibited in accordance with Article 222-37 of the Penal Code.

### **3. RULES FOR OCCUPATION OF ROOMS AND SEMI-PRIVATE AREAS**

#### **ARTICLE 9: Responsibility**

Each student member is individually responsible for the fixtures and fittings available within his/her private living area.

Students sharing semi-private living areas are collectively responsible for the fixtures and fittings made available to them.

In the event of damage or wear and tear caused by residents or their guests in the bedrooms and semi-private areas, an estimation of the cost of repair will be paid for by those responsible.

#### **ARTICLE 10: Equipment**

Under no circumstances must any alteration be made to the electrical equipment, the water distribution and drainage system, the heating, the ventilation or any fixtures and fittings. The buildings are fitted with private extensions for each resident, so the installation of a personal telephone line is not authorized.

For safety reasons, the electrical equipment of the members must comply with the European standards CE and French NF in force.

It is strictly forbidden to add electrical appliances such as refrigerators, freezers, washing machines, tumble dryers, dishwashers, or big furniture (bed, wardrobe ...).

#### **ARTICLE 11: Fixtures and fittings made available to residents**

Any fixtures and fittings available on the premises must be restored to the place in which they were found in good condition.

Any loss, breakage, or deterioration of materials in a bedroom/semi-private living area (kitchen, bathroom, showers, toilets etc.) will be evaluated and the cost of repairs deducted from the beginning-of-year security deposit. An inventory is carried out at the beginning and end of a student's occupancy.

Each student resident must indicate to ALEGESSEC any malfunctioning of materials or equipment made available to him/her. Maintenance is carried out by ALEGESSEC free of charge, except in the event of deliberate misuse.

#### **ARTICLE 12: ALEGESSEC right of entry**

ALEGESSEC owns a copy of each bedroom key. Student residents must leave access to their room/semi-private living area free on all occasions so as to ensure that the safety of all and upkeep of the premises can be guaranteed in the event of access being necessary (due warning is given in this event).

Any request for technical intervention via the Alegessec portal or by email, leads to a tacit authorization to enter the room of the member.

#### **ARTICLE 13: Temporary or permanent loss of badge and/or key**

When a student has forgotten or lost his/her badge or key, he/she may ask for the copy from ALEGESSEC during administrative hours.

In the event of a badge or key simply being forgotten, ID or a deposit will be requested.

In the event of permanent loss, the change of lock is compulsory (cf rates). The cost of the new key, badge or lock will be debited directly on the monthly fee (cf. fee indicated on the inventory form).

In the event of losing/forgetting a key or badge at night, at the weekend or on a public holiday, the student resident may contact the round-the-clock security personnel who will send someone to open up. The cost of the operation, plus the possible replacement of the key/badge will be covered by the student and debited directly (cf. tariff on the form given to the student by the security staff).

In the event of a student repeatedly forgetting a key or badge, ALEGESSEC will invoice the administrative costs on the student's monthly fee (cf. rate chart on the inventory form).

#### **ARTICLE 14: Rules pertaining to hall of residence life**

Events or parties are prohibited in the private and semi-private living areas.

Peace and quiet must be maintained in the private and semi-private living areas during the day. Each student resident must ensure that the working conditions of their fellow students are not disturbed at all times of the day.

The cleaning of private living areas is at the cost of residents.

The cleaning of semi-private living areas (excluding the "Résidence du Parc") is also at the cost of residents.

The semi-private living areas of the "Résidence du Parc" must be kept in good condition collectively.

Rubbish bins must be emptied and sorted every day but must not be left in the corridors or living areas.

Trolleys are strictly forbidden in the halls of residence.

All species of animals are forbidden.

Mats outside the room in the corridor are forbidden.

Bicycles must not be left in private, semi-private, or communal living areas, but in the premises designed for bicycle storage. Each bicycle must be clearly marked with the owner's name.

In the event of non-respect of these rules, ALEGESSEC will apply sanctions to the resident(s) responsible.

#### **ARTICLE 15: Theft, loss, deterioration**

The association insurance policy only covers the contents belonging to the association and its civil responsibility.

The association is not responsible in the event of theft, loss, or deterioration of the personal belongings of residents.

Residents are covered by their own contents/accommodation insurance (cf. article 5)

### **4. ACCESS TO THE RESIDENCES COMPUTER NETWORK**

#### **ARTICLE 16: Rules for use**

For all residences, the provision of an internet access is subject to the rules of good practice detailed in the contract of the service provider.

#### **ARTICLE 18: Access procedure**

For all residences, the access procedure is subject to the contracting of a paid subscription between the member and the access provider. The general conditions of sale are detailed in the standard contract of the service provider.

## **5. FINANCIAL CONDITIONS**

### **ARTICLE 18: ALEGESSEC association annual membership fee**

Each member of the association must pay for the annual membership fee. The amount of the membership fee (see rates table) is set each year by the board and varies depending on whether it is a first-time membership or a renewal.

The payment of this annual membership fee is carried out by a credit card once a room has been assigned by the ALEGESSEC.

### **ARTICLE 19: Monthly fee**

The monthly fee is set each year by the board. The amount decided takes into account the conventions agreed with the State and the proprietor.

The monthly fee is comprised of the monthly rent, fixed charges, and a rent complement.

Included in these three are:

- Contribution to monthly fee and service charges by the association,
- Operational costs of the association,
- Heating, hot and cold water,
- Electricity,
- Maintenance work in rooms,
- Technical maintenance of buildings, communal equipment and facilities,
- Cleaning of communal areas,
- Cleaning of semi-private living areas in the "Résidence du Parc",
- Amortization of various fixtures and fittings,
- Car parks,
- and other expenses necessary for the proper functioning of the residences.

### **ARTICLE 20: Payment of monthly fees**

The monthly fee is due in the first week of every month. Payment of the monthly fee is carried out by a credit card via the online portal "My housing account". The resident will have the possibility to set up a direct debit with his/her credit card.

In case of non-payment of the monthly fee, reminders will be made.

From the third reminder, raise fees will be applied (see fee schedule).

In case of litigation, litigation costs will be borne by the resident (see fee schedule).

Under no circumstances can the final monthly fee be deducted from the beginning-of-year security deposit.

### **ARTICLE 21: Security Deposit**

Payment of the security deposit, the amount of which is set each year by the board (see rates table), will be charged on the credit card as soon as a room has been assigned by the ALEGESSEC.

The security deposit will be reimbursed, subject to the inventory and on the condition that no communal areas have been misused, all monthly fees have been paid, in the two months following the end date of the contract with ALEGESSEC.

## **ARTICLE 22: Housing subsidy (“APL”)**

All residents who meet the administrative conditions of the “Caisse d’Allocations Familiales” (Family Allowance Fund) may apply for “Aide Personnalisée au Logement” (housing subsidy).

The CAF is a public organization allowing the payment of financial benefits of family and social order, the ALEGESSEC is not responsible for its decisions.

The conditions for a subscription file to the subsidy are available for consultation on the CAF website [www.caf.fr](http://www.caf.fr)

The APL is received by ALEGESSEC for the account of the members and is deducted from their monthly fees.

If a student resident supplies erroneous documentation and/or makes an additional application for the APL, ALEGESSEC may, in the two years following his/her departure, reclaim a total or partial reimbursement of the financial assistance received during the period in question.

Below are the procedures for the residents meeting the administrative requirements of the CAF:

- A rent attestation is given out when handing over the keys. This document along with a CAF internet procedure will enable the student to input his/her application on the CAF website.
- Alegessec will advise all students and assist international students in the APL application process and the monitoring of payments.

A procedure is addressed to all students.

The time of instruction of the file, the rent is due in full.

## **ARTICLE 23: Termination of contractual relations**

### **1. Loss of ALEGESSEC association membership**

In accordance with the ALEGESSEC statutes, membership can be lost if any of these events occur:

- resignation from the association
- expulsion from the association in accordance with article 35 of the present Rules and Regulations.
- expulsion from the Essec Group
- the termination of the occupancy title between ALEGESSEC and the student.
- Death of the member

In case of termination of membership, the ALEGESSEC association membership status shall lapse ipso facto. The student will have to pay the administrative fees and the annual membership fee again if renewing his/her contract.

### **2. Termination of the occupancy title concluded between ALEGESSEC and the student:**

#### **2.1 Termination as of right**

The occupancy title agreed between ALEGESSEC and the student stipulates a period of at least the length of the student’s program, and ending on the last day of the month.

The occurrence of the expiry date agreed between the parties terminates the occupancy contract as of right.

#### **2.2 Early termination:**

##### **2.2.1 At the request of the student:**



Student may terminate his/her occupancy contract prior to the end date, by submitting the Early termination form available on "My housing account" by giving a **1-month prior notice** in accordance with the regulations applying to the student residences.

Any monthly fee due up until the end of the notice period will be required to student, even if he/she leaves physically the residence before the end of the notice period.

#### 2.2.2 At the request of ALEGESSEC:

ALEGESSEC has the right to terminate the occupancy contract prior to the end of the contract concluded with the student, by written notice sent by registered post with a form for acknowledgement of receipt. The termination will come into effect within one month after the first presentation of the registered post with a form for acknowledgement of receipt, in the event of repeated or serious breach of the rules and regulations or in the event of non-execution by the student of his/her obligations, whether it is a financial obligation or any other obligation.

### 2.3 Common provisions

Termination of occupancy contract implies that student:

- hands in his/her keys and access badge to ALEGESSEC, Résidence du Parc, 7 avenue du Parc, 95020 CERGY-PONTOISE Cedex.
- makes his/her move out inventory together with the ALEGESSEC. In case of contradiction with the inventory check-in and / or degradation, the restoration of the places may be subject to invoicing (see fee schedule)
- pays for any monthly fee due until the contract termination date.

#### **ARTICLE 24: Cancellation of reservation**

Student who has applied for membership can cancel his/her reservation request.

- Up to 30 days before the scheduled occupancy date: the security deposit will be returned and a penalty fee equivalent to 50% of the annual membership fee will be charged.
- From 29 days to the scheduled date: the security deposit will be returned and penalty fees equivalent to 100% of the annual membership fee will be charged.

#### **ARTICLE 25: Extension and renewal of the contract**

- 1- Extension (subject to availability of places and updated in the payment of the rents)

During their stay, student residents may ask for an extension of the length of their stay.

- 2- Renewal of the title of occupation (subject to availability of places and updated in the payment of the rents)

After a stay, or during the stay, the student has the possibility to request the renewal of his contract with Alegessec for a new period.

#### **ARTICLE 26: Change of room**

Any change of room is subject to the invoicing of administrative fees (cf. tariff scale).

The fee will be calculated by pro rata temporis occupation of each room.

#### **ARTICLE 27: Cancellation/Expulsion**

All fees incurred by the cancellation of a contract, plus the due monthly fees, will be at the cost of the student resident.

## **6. SPECIFIC TERMS**

### **ARTICLE 28: Domiciliation**

Associations created by students of ESSEC Business School may not use ALEGESSEC halls of residence from which to operate.

### **ARTICLE 29: Obligation of student resident**

Non-respect of the rules and regulations may be punishable by the sanctions laid out in the present document.

### **ARTICLE 30: modification of the present rules and regulations**

The present rules and regulations may be modified upon the decision of the board.

### **ARTICLE 31: Degradation**

Any obvious degradation of material, the premises, or furniture, or any disappearance of material placed under the responsibility of student resident(s) result in the person responsible for this degradation/disappearance covering the cost of repairs or replacement of the material(s) in question.

### **ARTICLE 32: Sanctions**

Student residents who fail to respect the terms of the rules and regulations may be subject to financial and/or disciplinary sanctions. ALEGESSEC reserves the right to not renew the contracts of student residents who fail to respect the present rules and regulations.

Sanctions may take the following forms:

1. Community work,
2. Reimbursement for repairs
3. Change in another residence, with change of tariff
4. Disciplinary hearing,
5. No readmission at the end of the academic year
6. Disciplinary hearing,
7. Cancellation of contract and expulsion.

- Community work, disciplinary hearing, reimbursement pour repairs, change in another residence and o readmission at the end of the academic year may be confirmed by the president and head of ALEGESSEC in the event of non-respect of the conditions of room occupation and semi-private or common living areas or those pertaining to the general organization of communal life.

- All official warnings are confirmed in writing to the parents or legal guardian of the student concerned if he/she is under 18, as well as the head of the institution/program, whatever the student status.

- Disciplinary hearings are held for serious incidents or a second offence.

In the event of a serious incident or second offence, a commission is set up comprising members of the ALEGESSEC board: the chairman of the ALEGESSEC board and the director of the institution, as well as two representatives of the student body. Having heard the people concerned (students and heads of the association), the members of the commission decide upon the possible sanctions to be applied, which can go as far as permanent exclusion. This is decided upon by vote, with the chairman of the ALEGESSEC board having a casting vote. The student resident concerned by the hearing may be accompanied by an ESSEC Business School student. In the event of the student being permanently excluded from ALEGESSEC halls of residence, his/her presence is no longer permitted, including as a visitor. The decision of the commission is communicated to the director of the institution in writing, as well as to the program directors and the student's parents or legal guardian.

## **ARTICLE 33: PERSONAL DATA**

As part of the housing management of its residences and its internal operations, the ALEGESSEC is required to process the member's personal data when applying for housing, during the stay and if applicable at the end of the contract.

Acceptance of this internal regulations constitutes authorization for ALEGESSEC to collect, safe and store the necessary data in accordance with the European regulation (EU) 2016/679 of April 27, 2016 on the protection of individuals concerning the processing of personal data , and the French law "Informatique, fichiers et liberté" n° 78-17 of January 6, 1978 as amended.

The given authorization applies to the processing of personal data, excluding any marketing purposes. The data is under no circumstances provided to a third party, except at the explicit request or authorization of the member.

In addition to the operating services of the ALEGESSEC, the recipients of this data are the financial services of ESSEC of the Association Groupe ESSEC (AGE) and the subcontractors. They are kept complete for a period of 5 years after the last balance of any account, then anonymized and used for statistical purposes.

The ALEGESSEC is committed to take any necessary precautions in order to preserve the security of the data and in particular to protect them against any accidental or unlawful destruction, accidental loss, alteration, distribution or unauthorized access.

The member has:

- A right of access, rectification and the portability of your data,
- A right to limit the processing of your personal data,
- A right to define guidelines relating to the outputs personal data after death.

The member can exercise these rights by sending a request directly by email to the ALEGESSEC (alegessec-gestion@essec.edu)

## **ARTICLE 34: LUGGAGE STORAGE**

ALEGESSEC allows its members to benefit from a luggage storage service. The rules of accessing this service are the following:

- The member wishing access to the luggage storage must have made a new housing application, and it must have been validated and confirmed.
- The access request must be made at least 7 days before the departure date.
- The member will have to pay fees for the luggage storage (see Rates list). These fees are refundable, at the member's request, upon the member's effective return to one of the ALEGESSEC residences. The effective return date must be at least 12 months after the previous departure date. The refund request must be made within 3 months after the effective departure date,
- The number of items left in the luggage storage is a maximum of 3 (standard size boxes and/or suitcases),
- If the member does not return within 3 years after the departure, the stored items will be donated to a charity.

<b>Rates 2022/2023 – Prices in €</b>				
	<b>Linandes</b>	<b>Port</b>	<b>Parc</b>	<b>Cergy le Haut</b>
Monthly rent single studio	642	790		655
Monthly rent double studio	552	750		593
Monthly rent couple's apartment		992		
Monthly rent ground floor studio called "Smart"			644	
Monthly rent ground or upper floor studio called "Lodge"			667	
ALEGESSEC annual membership fee first demand	299			
ALEGESSEC annual membership fee renewal demand	199			
Security deposit (reimbursable)	590			
<b>FEE STRUCTURE 2022/2023 - Prices in €</b>				
Management fees in case of room change ( <i>article 26</i> )	90			
Arrival outside opening hours fee ( <i>article 5</i> )	49			
Luggage storage fees ( <i>article 34</i> )	89			
Replacement of key cylinder + mailbox key ( <i>article 13</i> )	25			
Replacement of mailbox key ( <i>article 13</i> )	10			
Replacement of room key ( <i>article 13</i> )	49			
Replacement of access badge ( <i>article 13</i> )	25			
Replacement of key cylinder + room key ( <i>article 13</i> )	149			
Recovery fees in case of non-payment ( <i>article 20</i> )	19			
Recovery fees in case of litigation ( <i>article 20</i> )	99			
Intervention of ALEGESSEC	From 20 to 90 €			

## DEGRADATION

Damaged floor	Price per tile : On quotation Price per sqm : On quotation Number of tiles or of sqm : .....
Dirty walls and/or ceiling (need to be repainted)	Number of sqm (25 €/m <sup>2</sup> ) : .....
Dismantled furniture	<input type="checkbox"/> 50 €
Damaged mattress	On quotation
Broken blind(s)	On quotation
Damaged door	On quotation
Other :	On quotation

## RATES IN CASE OF DEGRADATION OF THE ROOM

Room not emptied	75 €
Cleaning Package (room dirty)	125 €
Cleaning Package (room very dirty)	250 €
Cleaning Package (room extremely dirty)	375 €
<b>KITCHEN</b>	
Sweeping and cleaning the floors (even under the fridge)	15 €
Non-cleaned or non-emptied fridge and/or freezer	15 €
Hotplate not cleaned	15 €
Dirty sink	15 €
Dirty kitchen shelves	15 €
Trash not emptied	15 €
Non-cleaned or non-emptied bins	15 €
Dirty tables and chairs	15 €
Spots or posters on the walls	15 €
Other :	On quotation
<b>BATHROOM AND WC</b>	
Floor unwashed	15 €
Dirty WC	15 €
Dirty shower	15 €
Dirty washbasin	15 €
Dirty mirror	15 €
Non-emptied or dirty bin	15 €
Other :	On quotation
<b>ROOM</b>	
Non-vacuumed and/or unwashed floor (even under the bed)	15 €
Non-emptied and/or non-dusted closet	15 €
Dirty desk	15 €
Stained mattress cover	15 €
Dirty and/or non-emptied wastebasket	15 €
Dirty bookcase	15 €
Dismantled furniture	50 €
Moved furniture	15 €
Spots or posters on the walls	25 €
Other :	On quotation

# RULES AND BEHAVIOR IN THE FITNESS ROOM

1. **As long as you use the fitness room, you must be able to prove your membership to the ESSEC School with a student or a staff member card. The card can be requested at any time by any member of the Sports Office or by a staff member of ALEGESSEC.**
2. Sportswear is required, clean sports shoes, a pair of shorts, T-shirts and sweatshirts. Street wear is forbidden.
3. Before using the apparels, you have to put a towel on them in order to avoid spreading fungus infections and to keep them clean.
4. No smoking and no eating in this room...but don't forget your bottle of water.
5. After using material, please unload the weights or disks and put them away. In order to avoid accidents, weights and dumb-bells must be put away carefully.
6. During courses, you may not train on your own except if the trainer allows it.
7. Shoes are forbidden on the mat, as are chairs and tables. Furniture may not be brought into this room.
8. If you don't follow these rules, you will lose the right to practice any sport and to take part in any sports activities.

**This is your room. Please be respectful for others and for the material at your disposal. Transmit the premises to future classes in the same good condition that you found them.**

**For further information, call the Sports Association at 01 30 30 53 90.**

**Thank you for your attention and understanding. Have a good practice session.**

**Your Sports Association**



## Common CHARTER for the RESPECT for OTHERS

*This charter is subject to change over time: make it yours!*

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### **Among other values, the ESSEC Community shares that of Respect for OTHERS.**

This Charter concerns the whole community, individually and collectively. Each of us must familiarise ourselves with it, put it into practice, and abide by it in every circumstance. This means that on each of our campuses, whatever your status: student, participant, professor, external lecturer, co-worker, or partner, you are invited – indeed expected – to read this text developed together following a process of internal and external consultation.

Beyond the text which embodies ESSEC values and requires their respect, a global process has been developed to sensitize, by all means available, our community, but also and if required, manage the grievances of a victim, while being able to lend our full support and apply sanctions in respect of the principle of proportion to the perpetrator or the perpetrators of wrongdoing.

This Charter is a Charter for good conduct which encourages respect for others' ideas, words, and physical and mental integrity within and outside the boundaries of ESSEC campuses.

**Everybody** should concur to these principles of behaviour and should commit to exercising them:

- **Adopt a benevolent attitude for those around us in every framework of activity: academic, pedagogical, events, celebrations, professional occasions, and on social networks.**
- **Respect people when they speak during working group sessions, team meetings, events on campus; do not interrupt people, do not shout at anyone, speak in turns, ensure others can express their opinion.**
- **Respect different opinions, the values, and multiple identities of others (gender, sexual orientation such as LGBT, age, origins, language, religion, political affiliation, etc.). Avoid any intolerance, sarcasm or contempt.**
- **Do not express any wounding, insulting, misplaced, or rude words and particularly avoid sexist or lewd remarks and inappropriate behaviour.**
- **Do not harass anyone – either morally or sexually – knowing that it is the person receiving words or behaviours who is to judge if they feel these to be insulting or inappropriate**

## Referents for the application of the Common CHARTER of RESPECT for OTHERS

### Students and staff

February 2020

#### Ex officio members of the Commission for Equality between Women/Men sitting as members for the purposes of the ESSEC Group Respect for Others Charter

- Viviane de Beaufort: [beaufort@essec.edu](mailto:beaufort@essec.edu), as the professor in charge of gender equality of the Conference of Grandes Ecoles, representing the Dean
- Eric Delecourt: [delecourt@essec.edu](mailto:delecourt@essec.edu), as Secretary-General
- Elisabeth Forget: [elisabeth.forget@essec.edu](mailto:elisabeth.forget@essec.edu), as member in charge of CSR policy and Racism referent
- Alexandra Gattino Pollicott: [alexandra.gattinopollicott@essec.edu](mailto:alexandra.gattinopollicott@essec.edu), as legal advisor

#### People in charge by Program and Campus

##### ESSEC CERGY

- Global BBA - Corinne Peiffert: [peiffert@essec.edu](mailto:peiffert@essec.edu)
- BDE BBA Léa Roder ([lea.roder@essec.edu](mailto:lea.roder@essec.edu)), Gabriel Fontana ([gabriel.fontana@essec.edu](mailto:gabriel.fontana@essec.edu)), Hugo Bouet ([hugo.bouet@essec.edu](mailto:hugo.bouet@essec.edu))
- Grande Ecole/Master in Management - Valerie Fournier: [fournier@essec.edu](mailto:fournier@essec.edu)
- BDE GE Marie Bernard ([marie.bernard@essec.edu](mailto:marie.bernard@essec.edu)), Adriel Alvarez ([adriel.alvarezperez@essec.edu](mailto:adriel.alvarezperez@essec.edu)), Justine Auzière ([justine.auzriere@essec.edu](mailto:justine.auzriere@essec.edu))
- Advanced Master - Agnès Coffin: [agnes.coffin@essec.edu](mailto:agnes.coffin@essec.edu)
- BDE Advanced Master Mohamed Zlizi ([mohamed.zlizi@essec.edu](mailto:mohamed.zlizi@essec.edu)), Pauline Nguyen ([pauline.nguyen1@essec.edu](mailto:pauline.nguyen1@essec.edu))
- PHD - Anca Metiu: [metiu@essec.edu](mailto:metiu@essec.edu)
- Student life - Thierry Rousseau: [rousseauth@essec.edu](mailto:rousseauth@essec.edu)

ESSEC EXECUTIVE EDUCATION - Elodie Luquet: [elodie.luquet@essec.edu](mailto:elodie.luquet@essec.edu)

Patti Brown: [patti.brown@essec.edu](mailto:patti.brown@essec.edu)

ESSEC AFRICA CAMPUS - Malika Chaouky: [chaouky@essec.edu](mailto:chaouky@essec.edu)

ESSEC ASIA-PACIFIC CAMPUS - Kentia Boulay: [kentia.boulay@essec.edu](mailto:kentia.boulay@essec.edu)

**Human Resources Dept** Nathalie Coeffet: [coeffet@essec.edu](mailto:coeffet@essec.edu)

Camille Bletry: [bletry@essec.edu](mailto:bletry@essec.edu)

Wei Ling Toh (Singapour): [toh@essec.edu](mailto:toh@essec.edu)

**CSE** Laurent Bourgeon : [bourgeon@essec.edu](mailto:bourgeon@essec.edu)

**Human Resources Dept / Dean's Office** Michel Baroni (Dean of Faculty): [baroni@essec.edu](mailto:baroni@essec.edu)

Sandrine Plancon: [plancon@essec.edu](mailto:plancon@essec.edu)

Jan Ondrus (Singapour): [ondrus@essec.edu](mailto:ondrus@essec.edu)

**Communication** Natalie Kettner: [kettner@essec.edu](mailto:kettner@essec.edu)

**Counselors** Boris Haguenaer: [haguenaer@essec.edu](mailto:haguenaer@essec.edu)

Vanessa Ntakabanyura: [ntakabanyura@essec.edu](mailto:ntakabanyura@essec.edu)

Laurène Lahierre: [psychologist.essec@gmail.com](mailto:psychologist.essec@gmail.com) (for Singapore)

**Nurse -Students** Sylvie Corbasson: [corbasson@essec.edu](mailto:corbasson@essec.edu) **Staff** Julie Delecourt : [delecourtj@essec.edu](mailto:delecourtj@essec.edu)

Laure Hanse Pautrot: [hansepautrot@essec.edu](mailto:hansepautrot@essec.edu)