

1. PURPOSE

The American University of Paris is committed to supporting the student experience and The Office of Residential Life provides different housing services for students throughout their educational careers at AUP. This policy explains the types of available housing, how each functions, and student responsibilities while living in University housing.

2. WHO IS AFFECTED BY THIS POLICY

Students who live in AUP housing.

3. POLICY STATEMENT

First-year and other new undergraduate students may share an apartment with other new AUP students or with a homestay host, and are housed in apartments that are fully furnished and serviced. Degree-seeking undergraduate students who have completed their first year of studies at AUP, transfer students who have completed their first semester, and all graduate students may rent their own apartments (AUP provides listings).

To benefit from AUP-facilitated housing, students must follow the below rules and regulations specific to [Comforts of Home](#) apartments, [homestays](#), or [independent apartments](#).

Residency requirement for new undergraduates

All entering first-year students must live in AUP-approved shared housing for their first year (or first semester for January arrivals only). Visiting students must live in AUP-approved shared housing for the duration of their stay. Transfer students must live in AUP-approved shared housing for their first semester. Students may choose to reserve with our housing partner, [Comforts of Home](#), which provides shared living arrangements in apartments around Paris, or to apply for one of our limited [homestay](#) options.

Exemption to the residency requirement

Students who are over 23 years of age, or those who can demonstrate that they have had a residence in Ile-de-France for at least six months prior to enrollment, may request exemption from this residency requirement. In this case, students are required to fill out the online [Housing Exemption Form](#) and submit the following documents with their request. The Office of Residential Life evaluates and responds to the request accordingly.

1. **Over 23 years old:** Copy of passport or ID card demonstrating that the student is over 23 years of age by the first day of orientation.
2. **Residence:** Proof of address in the form of a lease, rent receipt, or utility bill in the student's or family member's name, dated at least six months prior to the student's start date at AUP. In the event that the proof of address is not in the student's name, provide a copy of the ID of the head of the residence, as well as a short, signed letter explaining how the head of residence and student are related, confirming that the head of residence will provide housing for the student's first year of studies.

The University may also grant exceptional exemptions for medical reasons. Students must send a written request detailing their medical situation along with a physician's reference letter explaining the condition and the specific need for independent accommodations.

Students must file their exemption request within 5 (five) business days of their confirmation of attendance. **NOTE: students who have not reserved their housing or been granted an exemption will not be allowed to register for University courses.**

Fall-arriving students may not request a housing exemption for their second semester at the University.

Registration and deposits

First-year and new undergraduates in Comforts of Home

Students must register directly on the COH website. After receiving confirmation and payment instructions, they must pay the first installment. Students receiving educational loans via AUP's Office of Financial Aid may request to make a partial advance

payment; contact The Office of Residential Life or The Office of Admissions for more details. Students may not register for their courses until they have paid the first housing payment.

Homestay

Incoming undergraduates who have requested a homestay will be charged through the University for their one-month security deposit of €850. Students may not register for their courses until they have paid the deposit.

Independent housing residents

New graduate students will begin searching for their housing upon arrival for AUP Orientation. Students must pay one-month security deposit PLUS one month rent once they decide to secure an independent apartment. Students are expected to pay the rent on the first of every month, directly to their landlord, by whatever method agreed upon at the time of the student's move-in.

Financial compliance during the rental period

Students who have not fulfilled their financial obligations to their housing provider at the beginning of the semester will be administratively withdrawn from classes.

Students who are late in their housing payments during the academic semester will not be able to obtain grade reports, transcripts, or, in the case of a debt after graduation, copies of their diploma, until the debt is settled.

Independent housing residents and *homestay students* must ask their landlords for a receipt when making monthly rent payments. A [bilingual receipt template](#) is available on our website.

Housing insurance

French law requires that all renters have housing insurance. All *independent housing residents* must sign up for insurance and provide their landlords with a copy of their insurance attestation. Students are encouraged to sign up for housing insurance via their French bank account (AUP's bank, Société Générale, offers plans for students) or via an insurance company, such as AXA, MAIF, or MMA. Please see The Office of Residential Life for more information.

Comforts of Home residents or *homestay students* are signed up for insurance by their housing provider, and can request a copy of the attestation from either Comforts of Home or their landlord.

Comforts of Home (COH)

Students must adhere to all points listed in the Comforts of Home housing policy. The policy is available in the COH online portal, to which students receive access as soon as their registration with COH has been processed. For further information, [contact COH Student Services](#).

Enrollment Status

Students should note that regardless of their [AUP Privacy Policy settings](#), upon request by a student's current housing provider, The Office of Residential Life will disclose the student's personal email address and mobile telephone number, as well as confirmation of whether or not the student is continuing at AUP the following semester.

Pets and Animals

First-year and new undergraduates in Comforts of Home or Homestay

Students are strictly forbidden from having any domestic animals in their apartment at any time. Students who require the assistance of a service animal may qualify for a medical exemption to the first-year residency requirement, and may be able to search AUP offers for independent housing. Please contact The Office of Residential Life for more details.

Independent housing residents

Student may house a domestic animal with the agreement of The Office of Residential Life and their landlord, and will be asked to pay two months security deposit to safeguard against animal related damages to the apartment.

Guests

Students must seek advance consent from all others who live in their apartment before inviting guests home. Generally, students may not have any guests in a *homestay*, and students in a *COH apartment* must ask permission from all of their roommates before inviting any guests. Students in *independent apartments* are allowed to have guests as they choose, so long as they do not house another person permanently without first informing The Office of Residential Life and their landlord.

Check-in or walkthrough form (état des lieux)

All students are responsible for filling out a check-in or walkthrough (*état des lieux*) of their apartment when they move in, and a check-out or walkthrough form when they move out. *Students in COH apartments* can file the electronic check-in and check-out

forms as instructed by COH upon arrival, while **independent residents** and **homestay students** should fill out a [paper form](#) with their landlords in person and keep a copy for the duration of their stay. Students must take the meter reading for electricity, gas, and water upon arrival and departure. If the landlord is not present for the check-in or check-out, students should additionally take pictures of the state of the apartment upon arrival or departure and keep them until they have received the refund of their security deposit from their landlord.

Cancellation deadline and refund policies

Comforts of Home residents can find detailed cancellation and refund policies [on the COH website](#).

The University expects **homestay students** and **residents in independent apartments** to maintain their chosen housing option for the entire semester. If students wish to move out, they should give one month's written notice to their landlord, and must always move out either at the end of a semester (December or May) or during the summer session. The months of December and May must be fully paid, no matter what date the student actually moves out.

Students who move out during the course of the semester will have violated the housing policy and will not be allowed to seek further housing through the University.

Taxe d'habitation

All tenants in France are expected to pay the "habitation" tax, or *taxe d'habitation*, according to the address at which they lived on January 1st of any given year. Students usually receive their bill for *taxe d'habitation* in September of that year. The Office of Residential Life advises students to budget approximately one-month's rent for this tax; however, the actual billed amount is usually less.

Comforts of Home includes the habitation tax in the rent and services fees. **Other housed students** should ask their housing provider about how the tax will be billed.

Standard of conduct

All students of the University must comply with the University-wide *Code of Conduct*, including in their AUP-facilitated housing. Under no circumstances are the use, possession, or distribution of illegal drugs permitted in University housing. Students may face potential sanctions for any violations of the Residential Life Policy or the Code of Conduct.

Non-exhaustive list of possible sanctions:

- Residential warning - In the case of a less serious violation of the Code of Student Conduct or housing regulations, students will first receive a written warning stipulating possible consequences of future violations.
- Residential probation: Indicates that a student is no longer in good standing with The Office of Residential Life and could be forced to relocate with another violation.
- Housing relocation - If both The Office of Residential Life and the housing provider deem the student unfit to live in his/her current housing due to behavioral problems, the student may be forced to relocate to another University housing option for the remainder of the semester.
- Eviction from residence - Termination of residence contract and exclusion from visiting housing offered by the University or its housing partners. Any evicted students forfeit all refunds and housing fees and must find new housing on their own unless decided otherwise by the University.

Change of housing

Students in **independent apartments** are committed to staying in their apartment until the end of the semester. Move-outs must always occur during the last month of the semester, or at any point during the summer session. A [move-out notice letter template](#) is available on our website.

Students in **homestays** are expected to stay in their apartment until the end of any given semester. In case of a problem with a homestay placement that could warrant an exceptional request to move, students should contact the Office of Residential Life. At the end of the semester, students must give the landlord one-month advance notice in writing of their intention to move out. A [move-out notice letter template](#) is available on our website.

Students in **Comforts of Home** may request a change of housing during the course of a semester, in case of major apartment issues (maintenance or roommate-related). The first course of action in all cases will be to try to resolve the issues by various means, including roommate or neighbor mediation. Options for moving may be very limited depending on the total occupancy rate during any given semester, however The Office of Residential Life and Comforts of Home will work together with the student to propose the best possible options in case of a decision to move.

4. RESPONSIBILITIES

Office of Residential Life Provides information to students, prospective students, and their families about housing options at AUP. Provides housing support services to students throughout their academic careers. Evaluates Housing Exemption requests and responds in a timely manner. Reviews and makes final determinations on housing conduct violations.

Student Responsible for understanding this policy and the Student Code of Conduct. Timely submission of any Housing Exemption Request; payment, taxes, etc.

5. DEFINITIONS

Security deposit Money paid to a landlord to ensure payment in case of damages or unpaid rent and utilities.

Housing insurance Required of all tenants in France, ensures coverage in case of water leaks, fires, or other unforeseen problems in an apartment that are not a result of tenant negligence.

Etat des lieux Required in France, this is a form filled out at the very start and end of a rental contract, to make a written report of the state of the apartment. The comparison of the *etat des lieux* from the entrance and departure will demonstrate any need for reparations due to tenant negligence.

COH AUP housing partner Comforts of Home, which provides shared living arrangements in apartments around Paris.

6. APPROVALS & HISTORY

March 2018 This longstanding policy was edited for clarity and reviewed.

November 2021 Next review.

7. ISSUING OFFICE AND CONTACT

The Office of Residential Life

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