



Off-campus Accommodation Procedure

Before applying, please read the "Off-campus Accommodation Policy" document. This application is only applicable to registered students of the University of Nottingham Ningbo China. 'Off-campus accommodation' refers to accommodation outside of the university, including home accommodation.

In principle, students are not allowed to live off campus during their study period at UNNC. If it is indeed necessary to live off campus due to special reasons, students shall sign the "Application for Off-campus Accommodation for Students". Besides that, all undergraduates shall also fill in the "Agreement for Off-campus Accommodation for Students". In each application for living off campus, students need to apply for at least a period of one semester.

Application and approval process

Article 1: Those who need to apply for off-campus accommodation must be at least 18 years old and meet one of the following prerequisites:

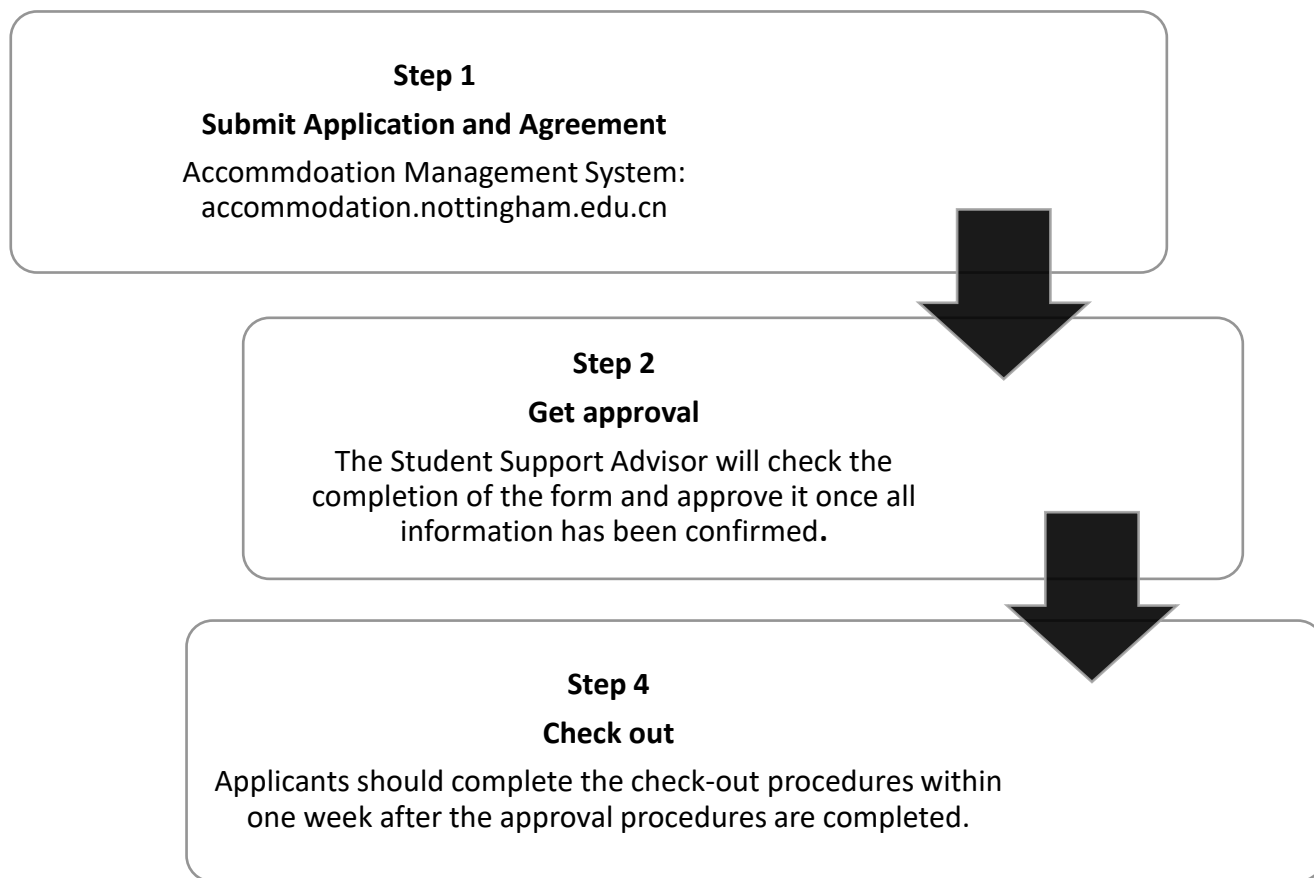
1. The student lives near the school and the commuting does not affect daily study;
2. The student is married;
3. The student is attending postgraduate taught/research courses;
4. The student has a disease that is not suitable for group living and needs to recuperate for a long time in a quiet environment (evidenced by a certificate from a hospital above the city level and stating "not suitable for group living, recommend not to live on campus and other related instructions);
5. The student has a relative suffering from serious illnesses who must be taken care of by the student (Certification required from sub district level or above);
6. Other circumstances permitted by school rules and regulations.

Article 2: Document requirements

	Application for Off-campus Accommodation for Students	Agreement for Off-campus Accommodation for Students
UG	Need	Need
PGT	Need	No need
PGR	Need	No need

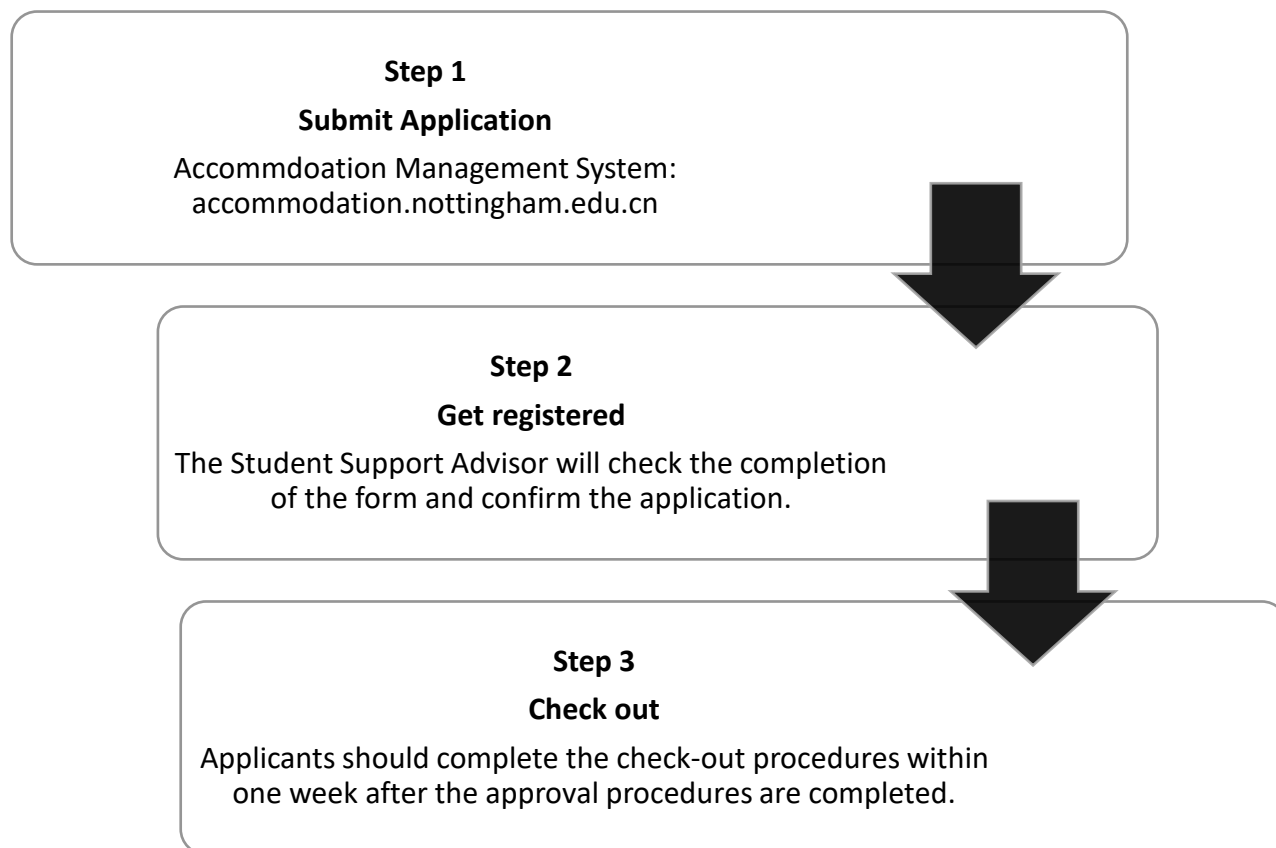


Article 3: Application procedure for undergraduate students:





Article 4: Application procedure for postgraduate taught and research students:





Appendix 1: Agreement for Off-campus Accommodation for Students of the University of Nottingham Ningbo China

Party A: (University) The University of Nottingham Ningbo China

Party B: (Student) Name: Student No.: Grade:

Party C: (Parents) Name: Work Unit:

Home address and telephone number:

According to the requirements in the notification of the Ministry of Education, to effectively strengthen the management of student accommodation in colleges and universities, in the spirit of being highly responsible to students and their families, and in order to maintain a good order of teaching, life, and management, the university requires all students to live on campus. However, if there are objective reasons for or insistence on living off campus, the student and the parents must submit an application and sign a written agreement. In order to strengthen the management of students who live off campus and ensure their personal safety, the following agreement has been reached upon mutual consent:

1. Students who apply for accommodation off-campus must submit the application form and agreement in May or December of each year for returning students, or the first week of new student admission for new students.
2. In principle, students who apply for off-campus accommodation are from a county (city) in the local area, and at the same time submit supporting materials, such as their ID cards or household registration books.
3. According to Party B's written request, Party A agrees to Party B's request for accommodation off campus after review. The off-campus accommodation period is from _____ (YYYY/MM/DD) to _____ (YYYY/MM/DD) for ____ year(s).
4. From the date of approval, Party A will no longer charge Party B's accommodation fees.
5. Party B is not allowed to be late for class, leave early, or not participate in various activities organized by the university on the grounds of off-campus accommodation.
6. Party B must strengthen self-protection awareness outside the university and protect themselves and their property; all disputes, accidents, personal and property safety issues etc. that occur outside the school are regarded as personal actions, and Party A shall bear any responsibility.
7. If Party B's off-campus accommodation status changes and they need to live on campus, both Party B and Party C must apply to Party A at the same time, and Party A will make arrangements based on the dormitory situation.
8. Party B shall abide by the laws and regulations during the off-campus accommodation, and shall not do anything that harms the image of the university. If any damage is caused, Party B and Party C shall bear all responsibilities.



9. Party C is responsible for reporting to Party B's student support advisor once a month about the student's off-campus accommodation, and is responsible for the coordinated management and educational supervision of Party B.

10. If Party A finds that Party B has violated laws and disciplines, Party A will notify Party C and terminate the agreement for off-campus accommodation.

11. Party B must fill in the "Agreement Form for Off-Campus Accommodation for Students of the University of Nottingham Ningbo China " (see the attached table), and go through the relevant procedures specified in the table.

This agreement is printed and signed in triplicate, one for Party A, one for Party B, and one for Party C. All Parties - A, B, and C - shall strictly fulfil the agreement. In case of breach of contract, relevant legal and disciplinary responsibilities will be called to account.

Party A: (Student Support Advisor's Signature) Y M D

Party B: (Student's Signature) Y M D

Party C: (Parent's Signature) Y M D

Note: A copy of the student's ID card needs to be attached. The parent should write "As XXX's parent, I know and agree for her/him to go through the procedures for off-campus accommodation application" and sign.