

Rules and Regulations- 2026/2027

1. GENERAL TERMS

ARTICLE 1 : ALEGESSEC MEMBERSHIP

The four ESSEC Business School student residences are managed by ALEGESSEC ("Association pour le Logement des Etudiants du Groupe ESSEC"). The association status is available on request.

To get accommodation in one of the residences managed by ALEGESSEC, the applicant student must become a member of the association and pay his/her annual membership fee.

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

Joint charter on respect for others.

It has been drawn up collectively after an internal and external consultation process. It applies to the whole Essec community. Everyone must read it carefully, practice it and respect it, on any occasion. Beyond the text that reflects the Essec values and requires their respect, a global process has been built to raise awareness among our community. This means that in all our campuses, whatever his/her status (student, professor, speaker, associate, partner) everyone is aware of it and subscribes to this text and is committed to enforcing it.

Charter on living together in harmony.

Made together with ALEGESSEC and representative students, it concerns all the ALEGESSEC residents. Everyone has to read it carefully, enforce and respect it for any occasion

ARTICLE 2: Definition of the housing offer

The following are available to members:

- private accommodation/a furnished bedroom located:
 - within the living quarters (ranging from 6 to 11 rooms) at the residence du Parc,
 - Within a double studio (two private rooms and shared sanitary and kitchen)
 - Within a single studio
- Semi-private accommodation, common room(s), or a two-bedroom apartment.
- the general living areas (meeting rooms, TV room, corridors, etc.) specific to each residence.
- compulsory services provided by the association as the residences' administrative manager (maintenance of the building and equipment)

ARTICLE 3 : Membership Criteria

Accommodation in an ALEGESSEC residence is open to:

1. Students enrolled with an ESSEC Business School institution or program,
2. Participants in ESSEC Business School international academic programs,
3. Other students outside the ESSEC group.

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

ARTICLE 4 : Allocation criteria

Article 4-1 – Criteria

Anyone who meets the eligibility criteria can request accommodation within ALEGESSEC residences.

Subject to availability, rooms are allotted according to 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:

- 1 Students who are minors on September 1st of the academic year
- 2 The financial situation of the student (recipients of higher education scholarships from the French Government (CROUS), ESSEC scholarships granted by the programs),
- 3 Geographical origin, priority given to international students, then those from outside the Paris area, then those from some 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

Studios are allocated at random. Although some properties have been renovated more recently than others, this difference does not constitute grounds for changing studios or disputing the rent

Article 4-2 – Terms of housing requests

To benefit from the services provided to members of the ALEGESSEC association, any student applying for a room must register directly on the online reservation platform, fill out the form, and provide the below documents, to formalize his/her application:

- ALEGESSEC association membership form,
- Additional membership clause specifying the length of his/her stay and the 3 residents' wishes,
- The credit card information to validate the file (no amount will be deducted before the allocation of accommodation),
- Copy of the ID card or passport
- For the non-ESSEC students, an enrollment certificate or any document proving the student status,
- If need be, any documents proving the student benefits from a scholarship.

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, which manages the students' residences as soon as he/she has been assigned a room.

ARTICLE 5 : Date and occupation mode of the accommodations

Definitions of the dates :

- The contract starting date corresponds to the starting date of invoicing,
- The arrival date corresponds to the date when the means of access are collected,
- The departure date corresponds to the date when the means of access are handed in,
- The ending date of the contract correspond to the ending date of invoicing.

The contract starting is the date specified by the member on the reservation platform. It is confirmed by e-mail once the fees and deposit are paid. It corresponds to the arrival date.

The starting date can be postponed or brought forward according to the following provisions, and after the explicit and written agreement with ALEGESSEC:

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

The member can request to postpone or bring forward the date many times but the initial starting date of the contract remains the reference basis to apply to the aforementioned provisions.

A bedroom is made available to the member by 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, and monthly fees payment, as stipulated in articles 17, 18,19, and 20 of the present rules and regulation

Only the student member can occupy the room allocated.

He/she is free to have visits; however, the right to visit does not give the right to accommodation.

If the student does not comply with these clauses, it will result in the possible application of sanctions (cf. article 30).

The allocation of the room is subject to the providing of a MULTIRISK ACCOMMODATION/CONTENTS INSURANCE POLICY by the member, who must also put it on his/her ALEGESSEC portal before he /she collects the access means.

When he/she arrives, the student, checks that his/her room, the shared areas and the facilities provided are in good condition. He /she notifies any anomaly on the online form – inventory - on the housing platform.

During the 3 days after the access means are handed over, the student must validate the inventory form on his/her housing account. If he/she does not validate the inventory form within the required time it will be taken as an acceptance of the conditions 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.

Access means are issued during ALEGESSEC office opening hours. Outside these hours, a charge will be made for collection outside normal hours (see fee schedule)

2. ORGANISATION OF COLLECTIVE LIFE

ARTICLE 6 : Representation of members

Roles of representatives

The representatives' missions are mainly:

- The representation of all the student members to the Administrative Board meetings and the General Assembly, within

the board and council,

- Communication of issues expressed by student members regarding collective life,
- Suggesting improvements in the living and housing conditions.

Designation of the representatives

The members 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 be assisted by students in charge of the internal running of each residence.

ARTICLE 7 : Use of common areas, semi-private areas and equipment

a) Common areas

Common areas correspond to all non-private areas accessible to all student members. These areas are the responsibility of all student members.

Members are collectively responsible for the equipment and furniture at their disposal within the common areas.

In case of damage, deterioration, caused by members or a group of members on common areas, an estimation of the necessary repair works will be made and charged, and will be paid by the member or members identified. If their identity cannot be found out, the entire group of students occupying the residence when the incident(s) occurs (s) will be charged.

A specific room per residence is available to students for events or parties. The number of participants is limited to 25 people.

Its availability must be subject to 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 who live in the residence planned for the event can make such a request.

Under no circumstances will a request to hold an event in a 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 the organization of the party/event or, if there is not any responsible, to all occupants of the residence concerned. The cost of any repairs will be added to the following monthly fee payments or, deducted from the beginning-of-year security deposit.

1. On Friday night or at weekend, the rooms cannot be used after 2 a.m.
2. From Sunday night to Thursday night, the rooms cannot be used after 10.30 p.m.
3. Silence and quietness must be maintained in the collective areas on daytime.

The use of the gym in the residences implies that each student respects the rules of good practice. These rules are displayed in each sports room (see appendix 1).

It is forbidden to use the service lift in the Residence du Parc.

According to the November 15th, 2006 decree on the smoking ban, it is strictly forbidden to smoke in any collective or semi-private areas.

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

b) Semi private areas

Semi private areas are the areas that are non-private and that can be used by the members of Living units at Parc and double rooms in the other residences. Semi-private areas, furniture and equipment are under the responsibility of all the members of these accommodations.

In case of damage, deterioration, caused by members or a group of members on these areas, an estimation of the necessary repair works will be made and charged, and will be paid by the member or members identified. If their identity cannot be found out, the entire group of students who occupy the residence when the incident(s) occurs (s) will be charged.

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 members of the living unit, after consulting his/her 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 25 people.

Those in charge of the organization will be responsible for all occurrences during the event and for 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.

When these spaces are assigned to students for the purpose of organizing events, they must only be used by the individuals to whom they have been entrusted and under their full responsibility. Upon completion of their use, the spaces must be returned in a condition that allows for their immediate reuse; otherwise, the students to whom the space was entrusted will be billed for the costs of restoring it to its original condition and may be denied future use of the facilities.

Any damage to the premises or their equipment is prohibited. When damage is observed, the offending student, or, the student organizing the event, will be billed for the costs necessary to restore the premises and/or equipment to their original condition.

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.

- On Friday evenings and at weekends, the room may not be used after 2 am.
- From Sunday evenings to Thursday evenings, the room may not be used after 10.30 pm.
- Silence and quietness must be maintained in the collective areas on daytime.

ARTICLE 8 : Safety of people and property

Access to each residence is protected by an access control system. An emergency number is also available to residents. Students are required to meet visitors in the entrance hall.

An emergency number is available to members.

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

Any loss of means of access, to a residence must be reported immediately to ALEGESSEC. The student will be charged to replace it (see fee schedule)

Any unusual incidents/behavior must be reported immediately to the 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 residence.

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

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

It is forbidden to keep objects on outside windowsills.

Mechanical fans and window ventilators must not be blocked

Any alteration to the electrical equipment, the water distribution and drainage system, the heating, or any furniture and fittings is not allowed. The buildings are not 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, ovens, or big furniture (bed, wardrobe ...).

The presence of illegal substances or those of a defensive/offensive nature (including 6th-category fire arms) is strictly prohibited.

[Article 222-37 penal code](#)

Transport, possession, offering, sale, acquisition, or illegal use of drugs is prohibited by Article 222-37 of the Penal Code
Any vehicle parked in one of the residence must be covered by a valid insurance.

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

[ARTICLE 9 : Furniture and equipment made available to the member](#)

Each member is responsible on his/her own for the equipment and furniture made available for him/her private space.

Any furniture and equipment received upon moving in must be returned in good condition and to the same location during the final inspection.

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 will be deducted from the security deposit. An inventory is carried out at the beginning and the end of a student's occupancy.

Each student resident must indicate to ALEGESSEC any malfunctioning 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 10 : ALEGESSEC intervention](#)

ALEGESSEC owns a copy of each access means. Student residents must leave access to their room/semi-private living area on all occasions for safety, maintenance or cleaning reasons, with notice, except in case of emergency.

Any request for technical intervention via the Alegessec portal or by email leads to a tacit agreement to enter the member's room.

ARTICLE 11 : Forgetting or losing one's means of access

When a student forgets or loses his/her mean of access, he/she can ask a copy to ALEGESSEC during the opening hours of the Welcome desk

When he/she forgets the access mean, he/she will be asked to provide a proof of identity or a deposit

The cost for the replacement will be added to the monthly rent (see fee schedule).

In the event of losing/forgetting access at night, at weekend, or on a public holiday, the student resident may contact the security office personnel who will send someone to open the door. The cost of the operation, plus the possible replacement of the access mean will be added to the monthly rent (see fee schedule)

If a student repeatedly forgets their means of access and requires a third party to open the door, ALEGESSEC will charge the student for the cost of opening the door as part of the monthly fee. (see fee schedule)

ARTICLE 12 : Rules on behaviour and hygiene

Events or parties are prohibited in the private areas.

Silence and quietness 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 of resident's responsibility. They commit to keep the room tidy and clean throughout their stay, in order to keep the furniture and equipment provided to them in good condition.

The cleaning of semi-private living areas (except for the "Résidence du Parc") is also of resident's responsibility. The semi-private living areas of the "Résidence du Parc" must be kept in good condition collectively.

Alegessec reserves the right to visit the semi-private areas of the Parc Residence throughout the year in the event of a reported lack of hygiene. All residents will be asked to clean up within 3 days.

Rubbish bins must be emptied and sorted every day and must not be left in the corridors or living areas. It is strictly forbidden to leave garbage in corridors and/or staircases and might be subject to penalty charges (see fee schedule).

Trolleys are strictly forbidden in the residence. All species of animals are forbidden.

Doormats outside the room in the corridor are forbidden.

ALEGESSEC conducts regular preventive pest control treatments of the premises.

In accordance with his/her maintenance obligations, the Student agrees to follow the hygiene guidelines provided by ALEGESSEC and to immediately notify ALEGESSEC of any observed presence of pests (bed bugs, cockroaches, etc.).

Any failure by the Student to comply with these guidelines or any failure to report the presence of pests within the housing he/she occupies will result in the Student being billed for the costs incurred for pest control of the premises.

The Students are required to use their housing and the common areas in a peaceful manner and to maintain them in a constant state of cleanliness and hygiene (no obstructing hallways, proper waste disposal).

Any repeated failure to comply with these obligations, following a formal notice that has gone unheeded and requiring follow-up interventions or repairs by ALEGESSEC, will result in the billing of intervention and administrative management fees.

These fees are determined according to the current fee schedule, in exchange for the exceptional management service made necessary by the Student's behaviour.

Bicycles must be stored in the premises designed for bicycle storage. Each bicycle must be marked with the owner's name.

ARTICLE 13 : Theft, loss, deterioration

The association insurance policy only covers its civil responsibility and the content belongings to the association.

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 RESIDENCE COMPUTER NETWORK

ARTICLE 14: Rules of use

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

ARTICLE 15: Access procedures

For all residences, the access procedure is subject to contracting 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 16: ALEGESSEC Association annual membership fee

Membership of the association is subject to the payment of an annual fee. The amount (see fee schedule) is set annually by the Administrative Board and adjusted 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 ALEGESSEC.

ARTICLE 17 : Monthly fee

The monthly fee is annually set by the Administrative board. The amount takes into account the conventions agreed upon by the State and the property owner.

The monthly fee consists of the monthly rent set out in the conventions, which is due in full on a monthly basis., fixed charges, and a complement for specific interventions and equipment.

Included in these are:

- Contribution to monthly fees and service charges paid by the association,
- Operational costs for the housing,
- Heating, hot water, cold water,
- Electricity,
- Furniture
- Maintenance works in room,
- Technical maintenance of buildings, common equipment and relaxation areas,
- Cleaning of collective and relaxation 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 18 : 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 sent. From the third reminder, reminder 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 19 : Deposit

The amount of the security deposit is set each year by the board (see fee schedule), it will be charged on the credit card as soon as a room has been assigned by ALEGESSEC.

It will be refunded by bank transfer within one month of receiving the tenant’s bank account details. This is subject to any deductions identified during the end-of-tenancy inspection, misuse of the communal areas and any outstanding rent.

ARTICLE 20 : Housing subsidies (APL)

Any resident who meet the administrative conditions of the “Caisse d’Allocations Familiales” (CAF) may apply for “Aide Personnalisée au Logement” APL (housing subsidy).

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

The conditions for a subscription file to the subsidy are available on the consultation on the CAF website www.caf.fr

ALEGESSEC receives the APL on behalf of the members and it is deducted from their monthly fees.

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

The member is in charge of submitting the application for housing subsidies to CAF Cergy

ALEGESSEC is in charge of advising the students and helping international students in making requests and following the evolution and process of their files.

During the process of the file by CAF, the rent is due in totality.

ARTICLE 21 : Termination of contractual relations :

1 – End of membership to ALEGESSEC :

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

- resignation from the association
- expulsion from the association according to article 31 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 is de facto null and void. The student will have to pay the administrative fees and the annual membership fee again if the renewal does not occur in the same academic year.

2 – Termination of the occupational 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 ending on the last day of the month.

2.2 : Early termination :

2.2.1 : On the student's request :

A student may terminate his/her occupancy contract before the ending date, by submitting the Early termination form available on "My housing account" by giving a 30-day prior notice in accordance with the regulations that applies to the student residences.

The student has to pay any monthly fee until the end of the notice period, even if he/she leaves physically the residence before the end of the notice period.

2.2.2 : On the ALEGESSEC request:

ALEGESSEC has the right to terminate the occupancy contract before the end of the contract concluded with the student, by written notice sent by registered letter with a form for acknowledgment of receipt. The termination will come into effect within one month after the first presentation of the registered letter with a form for acknowledgment of receipt, in the event of a repeated or serious breach of the rules and regulations or 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 :

The termination of the occupancy contract implies that the student:

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

ARTICLE 22: cancellation of a reservation

A student who 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 23: Extension and renewal

1- Extension :

During his/her stay, the student can ask for an extension of contract, via an amendment available at:

« My housing portal » (subject of rooms availability and only if all the rents are paid).

2- Renewal (subject of rooms availability and only if all the rents are paid). After or during his/her stay, the student can ask for the renewal of his/her contract with ALEGESSEC for another term.

In both cases, the student must continue to meet the eligibility requirements for admission to the residence. Otherwise, he/she will lose all rights to remain there.

ARTICLE 24: Room change

Any change of room is subject to the invoicing of administrative fees (cf. fee schedule). The rent will be calculated pro rata temporis for the occupation of each room. Alegessec reserves the right to change a member's accommodation if necessary. If such a change occurs, the fee charged will be the most favorable to the member.

ARTICLE 25: Dismissal / Expulsion

All fees associated with the cancellation, as well as any outstanding monthly dues, will be charged to the member

6.SPECIFIC TERMS

ARTICLE 26: Domiciliation

The associations created by ESSEC students cannot have their head office at one of the ALEGESSEC residence.

ARTICLE 27: Member's obligation

If the student does not comply with the rules and regulations, he/she is subject to the penalties set forth in the rules and regulations.

ARTICLE 28: Modification of rules and regulations

The present rules and regulations or one of its part (Charter for the respect of others, Charter for living well together, Rules for the use of sports facilities...) may be modified upon the decision of the board.

ARTICLE 29: Damage

Any obvious degradation of the material, the premises, or furniture, or any disappearance of equipment for which the student resident(s) is responsible, requires the student responsible for such damage or loss to provide for the necessary repair or replacement

ARTICLE 30: 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 not to renew the contracts of student residents who fail to respect the present rules and regulations.

In case of intervention for non-compliance with Rules and regulations, ALEGESSEC may charge intervention fees (see fee schedule)

Sanctions can be as follows:

1. Work of collective interest,

2. Reimbursement for repairs
3. Transfer to another residence, with rate adjustment
4. Disciplinary warning,
5. Non- readmission at the end of the academic year
6. Disciplinary committee,
7. Cancellation of contract and expulsion

- Work of collective interest, disciplinary warning, reimbursement for repairs, transfer to another residence, and or non-readmission at the end of the academic year may be confirmed by the president and Director of ALEGESSEC in the event of non-respect of the conditions of room occupation and semi-private or common living areas or those about the general organization of common life.
- All official warnings are confirmed in writing to the parents or legal representative of the student concerned if he/she is under 18, as well as the head of the institution/program, whatever the student's status.
- Disciplinary committees are held for serious incidents or a second offense.

In the event of a serious incident or second offense, a commission is set up with 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. After hearing the views of the students and heads of the association, the members of the commission decide on the possible sanctions up to and including permanent exclusion. This is decided by vote, which the chairman of the ALEGESSEC board has the 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, 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 representative.

ARTICLE 31 : Storage room

ALEGESSEC offers its members a storage service.

In order to access this service, the rules are as follows:

- The members who want to use the storage must have applied for a room. This application must be validated and confirmed,
- The request to use the storage room must be done at least 7 days prior to the departure.
- The member must pay storage fees (see fee schedule). Those fees may be refunded, on request, when the member actually comes back to the residence. The actual return date must be within 12 months of the previous departure date. The refund claim must be submitted within 3 months of the actual return date,
- A maximum of 3 items may be left in the luggage storage (standard-sized boxes and/or suitcases)
- If the member does not return within three years after he left the room, the items left behind will be donated to a charity.

ARTICLE 32 : Freedom of speech, religion and assembly

1 – Religious expression

Every student has the right to express their religious beliefs while respecting the beliefs of others.

The exercise of this freedom must not in any way disturb other residents or violate any other provision of these Rules and Regulations.

The wearing of symbols indicating religious or community affiliation is permitted, provided that it does not disturb public order or the smooth conduct of activities.

2– Freedom of assembly and expression of political and labor views.

Any event organized within ALEGESSEC is subject to the prior authorization of ALEGESSEC’s administrative offices, which must be requested no later than ten (10) business days before the event takes place. Such events are, in principle, authorized, provided that they do not interfere with the proper functioning of the institution, do not disturb public order, or violate the provisions of the Rules and Regulations.

All events and meetings must ensure unobstructed movement and allow safety systems (cameras, fire extinguishers, fire doors, etc.) to function properly; furthermore, they may be suspended or canceled by ALEGESSEC if they interfere with the proper operation of the residence, disrupt public order, or violate the Rules and Regulations.

The students organizing such events or meetings, or expressing an opinion, are solely responsible for their organization and the content of their statements; they must also ensure that, at no time, ALEGESSEC can be associated, directly or indirectly, with the organized event or the opinion expressed.

ARTICLE 33: Personal data

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

Acceptance of these internal regulations constitutes an authorization for ALEGESSEC to collect, record, and store the necessary data by 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 5 years after the last balance of any account, then anonymized and used for statistical purposes.

The ALEGESSEC is committed to taking any necessary precautions 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 data,
- A right to define guidelines relating to the outputs of personal data after death.

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

FEE SCHEDULE 2026/2027 - € all charges included -

	Linandes	Port	Parc	Cergy le Haut
Monthly rent F1	750	858		750
Monthly rent F1 Bis	690	838		690
Monthly rent couple apartment		1 059		
Monthly rent shared flat			750	
Alegessec annual fee (first application)	329 (arrival from August) 199 (arrival from January)			
Alegessec annual fee Renewal	199			
Deposit	650			

FEE SCHEDULE 2026/2027 - € all charges included -

Management fees in case of room change (article 26)	99
Arrival outside opening hours fee (article 5)	49
Luggage storage fees (article 34)	89
Charges for unauthorized waste disposal	49
Door opening charges	29
Replacement of access badge (article 13)	29
Recovery fees in case of non-payment (article 20)	19
Recovery fees in case of litigation (article 20)	99
Intervention of ALEGESSEC	from 20 à 99 euros

CHARGE FOR REPAIR

Damaged flooring	On quotation
Dirty walls and/or ceiling (need to be repainted)	On quotation
Mattress change	On quotation
Household appliance damaged	On quotation
Damaged door	On quotation
others :	On quotation

RATES IN CASE OF DEGRADATION OF THE ROOM or cleaning

Property not fully cleared of personal belongings / Items left behind	75 €
Cleaning Package (room dirty)	125 €
Cleaning Package (room very dirty)	250 €
Cleaning Package (room extremely dirty)	375 €
KITCHEN	
Sweeping and cleaning the floors (even under the fridge)	25 €
Non-cleaned or non-emptied fridge and/or freezer	25 €
Hotplate not cleaned	25 €
Dirty sink	25 €
Dirty kitchen shelves	25 €
Trash not emptied	25 €
Non-cleaned or non-emptied bins	25 €
Dirty tables and chairs	25 €
Washable stains or posters on the walls	25 €
Other :	On quotation
BATHROOMS AND TOILETS	
Dirty toilets	25 €
Floor unwashed	25 €
Dirty shower	25 €
Dirty washbasin	25 €
Dirty mirror	25 €
Non-cleaned or non-emptied bins	25 €
Other :	On quotation
ROOM	
Non-vacuumed and/or unwashed floor (even under the bed)	25 €
Non-emptied and/or non-dusted closet	25 €
Dirty desk	25 €
Stained mattress cover	50 €
Dirty and/or non-emptied wastebasket	25 €
Dirty bookcase	25 €
Dismantled furniture	25 €
Moved furniture	25 €
Washable spots or posters on the walls	On quotation

CHARTRE DU BIEN VIVRE ENSEMBLE

*Cette chartre a été rédigée en collaboration avec les résidents et suite aux nombreux retours d'expériences.
1 100 chambres, 80 nationalités différentes et autant de modes de vie.*

Engagement n° 1 : Je respecte les espaces communs

Je m'engage à maintenir propre et en bon état les espaces communs mis à ma disposition.

Engagement n° 2 : Je partage les biens à disposition

Je m'engage à prendre soin du matériel et respecte les durées d'utilisation : L'aspirateur est à restituer 2 h après son emprunt, le linge ne doit pas rester plus d'1 h après la fin du cycle dans les machines... Je prends également soin des billards, des cannes de billards, machines de sports...

Engagement n° 3 : Je respecte la tranquillité des autres

Je m'engage à respecter la tranquillité de mes voisins... Je veille au volume sonore de mes conversations et de ma musique.

Engagement n° 4 : Je respecte la loi française

Je m'engage à ne pas fumer dans les parties communes et semi-privatives. Je sais que la consommation de produits stupéfiants est interdite en France.

Engagement n° 5 : J'entretiens mon studio

Je m'engage à maintenir mon studio propre. Pour cela :

- Je vide mes poubelles tous les jours aux endroits appropriés
- Je nettoie une fois par semaine les sols, les sanitaires, le lavabo, la cuisine et ses équipements
- J'aère mon studio pendant 10 minutes chaque jour
- À mon départ, je ne laisse aucun effet personnel dans les couloirs, les escaliers ou dans ma chambre

Engagement n° 6 : Je m'implique dans le défi écologique

Je m'engage, en tant qu'étudiant sensibilisé aux enjeux écologiques, à éteindre la lumière et fermer la fenêtre en quittant mon studio. J'économise l'eau et je ne la laisse pas couler inutilement. Je fais attention à bien trier mes déchets.

CHARTER FOR A GOOD LIFE TOGETHER

*This charter was written in collaboration with residents and based on numerous feedbacks.
1,100 rooms, 80 different nationalities and just as many ways of living.*

Commitment no 1: I respect common areas

I commit to keeping the common areas clean and in good condition.

Commitment no 2: I share the equipment provided

I commit to taking care of shared equipment and respecting usage times: The vacuum cleaner must be brought back within 2 hours when I borrow it. Laundry should not be left in the machines more than an hour after the cycle ends... I also take care of pool tables, billiard cues, sports machines...

Commitment no 3: I respect the peace of others

I promise to respect the peace and quietness of my neighbors... I pay attention to the volume of my conversations and music.

Commitment no 4: I enforce the French law

I promise not to smoke in common and semi-private areas. I am aware that there is a ban on the use of drugs in France.

Commitment no 5: I take care of my studio

I commit to keeping my studio clean. To do this:

- I daily throw garbage to the designated disposal points.
- I clean the floors, bathroom, sink, kitchen and its equipment weekly.
- I ventilate my studio 10 minutes every day.
- When I leave, I do not leave any personal belongings in the hallway, staircases, or in my room

Commitment no 6: I am involved in ecological responsibility

As a student, aware of ecological issues, I commit to turning off the lights and closing windows when leaving my studio. I save water and do not let it run unnecessarily. I am careful to sort my waste properly.

JE RESPECTE CETTE CHARTRE, SINON JE M'EXPOSE À DES SANCTIONS CONFORMÉMENT AU RÈGLEMENT INTÉRIEUR DE L'ALEGESSEC.

IF I FAIL TO COMPLY WITH THIS CHARTER, I AM SUBJECT TO SANCTIONS IN ACCORDANCE WITH THE ALEGESSEC RULES AND REGULATIONS.



RESPECT FOR OTHERS CHARTER

The Respect for Others Charter applies to the entire ESSEC community, individually and collectively. On all our campuses, regardless of their status - student, participant, professor, external lecturer, coworker or partner - each and every one of us is required to become aware of it, to understand it, to subscribe to it, to practice it and to respect it on all occasions.

This charter was drawn up collectively following a process of internal and external consultation. It is subject to change over time.

Beyond the text which embodies ESSEC values and requires they are respected, a global process has been developed to sensitize our community by all available means, but also when required, to manage the grievances of a victim and to lend him/her our full support and apply sanctions to the perpetrator(s) of wrongdoing in respect of the principle of proportionality.

The ESSEC Community shares among other values that of Respect for Others.

The Respect for Others 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 the following principles of behaviour and should commit to exercising them in any circumstances:

- **Adopt a benevolent attitude for those around us in all activities: academic, pedagogical, events, celebrations, professional occasions and on social networks.**
- **Respect each person's right to speak during group work, team meetings, campus events; refrain from interrupting others, from shouting at anyone; speak in turns, ensure that others are offered the opportunity to express their opinion;**
- **Respect the opinions, values and identity of others in their differences** (gender, sexual orientation, age, origin, language, religion, opinions and possible political affiliations, etc.).
- **Refrain from using any hateful, demeaning, sarcastic or contemptuous language**
- **Not use abusive, offensive or rude language, especially avoid sexist and/or lewd remarks; and all other forms of inappropriate behavior.**
- **Not harass others, neither morally nor sexually, with the understanding that it is the person targeted by the comment or behavior who is in a position to judge whether they felt the behavior or comments were insulting or inappropriate.**

In order to uphold the School's values of respect for others and put them into practice on a daily basis, every student undertakes to:

1. BE RESPONSIBLE IN THE PRACTICE OF HIS/HER SEXUALITY

- Respect the sexuality, sexual orientation, opinions and desires of each and every one of their peers.
- Get clear and active consent of one's partner(s) before any sexual intercourse, fully respect their freedom of choice;
- exercise additional caution where this may be within a festive context, so to be absolutely certain that the sexual intercourse is consensual, and even more so when people are under the influence of alcohol.

2. INFORM & ACT

- Report any unfair, offensive or discriminatory situations they may witness.
- Try to convince the victim to report the incident to the school, or inform directly a Respect for Others Referent, who will treat the report in complete confidentiality.
- Remain particularly alert during festive events (integration week-end, sponsorship, student associations recruitment events, BDE parties, ...) and ensure before any such event that each student has been made aware of this Charter and is familiar with the principles it sets out (by reminding them of the existence of the Charter when they sign up for an event, for instance).
- The BDE and the association presidents are responsible for ensuring that the events they organise run properly, whether they are open to all or reserved exclusively for their members.

3. INTERVENE

- Step in when he/she witnesses offensive comments against anyone (comments relating to someone's gender, sexual orientation, racial origin, religion, political affiliation, etc.), hurtful comments, sexual harassment, physical assault or moral abuse. When possible, they should step in and help the potential victim. Students should not hesitate to alert the relevant emergency services to manage the situation, including the police or the ambulance service.
- Systematically report any incident they may witness or be a victim of, either via the ESSEC online reporting platform or in person to a Respect for Others Referent, who can assist with this process.
- Inform the victim that psychological support is available from the school's Medical & psychological Unit.

Respect for others Charter is communicated by ESSEC to all students in all programs and to all coworkers, which commit to respect it.

ESPACE CARDIO & MUSCULATION

LES RÈGLES DU BON PRATIQUANT

Avant ma séance

Chaque sportif devra justifier de son appartenance au Groupe ESSEC et être résident à l'Alegessec (Carte étudiant).

La carte pourra être exigée à tout moment par un salarié de l'Alegessec ou un représentant.

Pendant ma séance

- Je dépose ma serviette de bain absorbante sur les machines utilisées.
- Je ne fume pas et je ne mange pas dans cette salle, mais je peux venir m'entraîner muni d'une gourde d'eau.
- Je désinfecte les appareils.
- Je partage le matériel.
- Je range le matériel, je décharge mes barres et machines.
- Je téléphone à l'extérieur de cet espace.
- J'écoute ma musique avec mes écouteurs.
- Je suis prévenant avec les débutants.
- Je veille à la sécurité des autres usagers.

Après ma séance

- Je vérifie que la salle est comme j'aurais souhaité la trouver.
- Je préviens le staff Alegessec en cas de dysfonctionnement ou anomalie.
Numéro : 01 34 20 60 00.

En cas d'urgence contactez le PC sécu :
01 34 43 37 00
Email : alegessec-gestion@essec.edu

Capacité maximum 10 personnes

WEIGHT ROOM & FITNESS

THE RULES OF GOOD PRACTICE

Before my session

Each athlete must be able to prove that he or she belongs to the ESSEC Group and is a resident of Alegessec (student card, works council, etc.).

The ID card may be requested at any time by an Alegessec employee or a representative.

During my session

- I place my absorbent bath towel on the machines used.
- I can't smoke and eat in this room, but I can bring my bottle of water to exercise.
- I sanitize the machines.
- I share the material.
- I store the equipment, and I unload my bars and machines.
- I use my phone outside of the space.
- I listen to my music with my headphones.
- I am considerate of beginners.
- I ensure the safety of other users.

After my session

- I check that the room is as I would have liked to find it.
- I notify the staff Alegessec in the event of a malfunction or anomaly.
Phone: 01 34 20 60 00.

In case of emergency call the PC security:
01 34 43 37 00
Email: alegessec-gestion@essec.edu

Maximum capacity 10 people