

# RULES AND REGULATIONS 2025/2026

## 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.

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

It was collectively drawn up 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 by all means. 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 for Well living together*

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 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.) 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:

- 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 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:

- 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, 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.***

### 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,
- For the non ESSEC students, a school 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 mode of occupation of accommodation

Definitions of the different dates:

- The contract starting date corresponds to the starting date of the 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 corresponds to the ending date of the invoicing.

The starting date of the contract is the date specified by the member on the reservation platform. It is confirmed by email once the membership fee and the security deposit have been paid. It corresponds to the date of arrival.

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.

When he/she arrives, the student checks the state of his/her room, 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, 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 can only 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 32).

The 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 put it on his/her ALEGESSEC portal to obtain the means of access, to his/her room.

During the 3 days after the access means have been 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.

The access means are handed over during the opening hours of the ALEGESSEC offices.

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

## **2. ORGANIZATION OF COLLECTIVE LIFE**

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

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

The role of representatives mainly 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 collective 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 residence.

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

### **a) Communal areas**

Collective 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 furnishings available to them in the collective areas.

In the event of damage or deterioration caused by students in collective areas, an estimation of the necessary repair works will be made and invoiced, for payment by the student(s) identified as responsible. If their identity cannot be found out, the entire group of students occupying the residence when the incident(s) occurs (s) will be invoiced.

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 living 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.

- 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.

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 Résidence 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**

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 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 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.

- 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

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.

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 if the access mean has to be replaced

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 residence.

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

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

*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.

The presence of illegal substances or those of a defensive/offensive nature (including 6th-category firearms) 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.

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

## ARTICLE 9: Responsibility

Each student member is individually responsible for the furniture and fittings available within his/her private living area. Students sharing semi-private living areas are collectively responsible for the furniture and fittings made available to them.

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

## ARTICLE 10: Equipment

Any alteration to the electrical equipment, the water distribution and drainage system, the heating, the ventilation, 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 ...).

## ARTICLE 11: Furniture and fittings made available to residents

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

Any loss, breakage, or deterioration of materials in a bedroom/semi-private living area (kitchen, bathroom, showers, R.I. ALEGESSEC - Version 2025/2026 -

toilets, etc.) will be evaluated and the cost of repairs will be deducted from the beginning-of-year 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 12: ALEGESSEC intervention

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

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

## ARTICLE 13: Temporary or permanent loss of access means

When a student forgets or loses his/her access mean, he/she may ask for a copy from ALEGESSEC during administrative hours.

In case those access means are simply forgotten, an ID or a deposit will be requested.

In the event of permanent loss, the cost of the new access mean will be debited directly on the monthly fee (cf. fee indicated on the inventory form).

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 it. The cost of the operation, plus the possible replacement of the access mean will be covered by the student and debited directly (cf. tariff on the form given to the student by the security staff).

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 14: Rules of life at the residence

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

The cleaning of semi-private living areas (excluding 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 will be subject to penalty charges.

Trolleys are strictly forbidden in the residence.

All species of animals are forbidden.

Doormats outside the room in the corridor are forbidden.

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

If a student does not comply with this rule, ALEGESSEC will apply a penalty to him/her.

## 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 RESIDENCE COMPUTER NETWORK**

## ARTICLE 16: Rules for 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 18: Access procedure

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 18: ALEGESSEC Association annual membership fee

Each member of the association must pay 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 takes into account the conventions agreed upon by the State and the property owner.

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

Included in these three are:

- Contribution to monthly fees and service charges paid by the association,
- Operational costs of the association,
- Heating, hot and cold water,
- Electricity,
- Furniture,
- Maintenance work in rooms,
- Technical maintenance of buildings, communal equipment and facilities,
- Cleaning of collective 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 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 21: Security Deposit

The amount of the security deposit is set each year by the board (see rates table), it 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 collective areas have been misused, and 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 on the consultation on the CAF website [www.caf.fr](http://www.caf.fr)

The APL is received by ALEGESSEC for the members and 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.

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

A procedure is addressed to all students.

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

## ARTICLE 23: Termination of contractual relations

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

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 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 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.

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## *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 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:

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 **1-month prior notice** by the regulations applying to the student residences.

Any monthly fee is due 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 At the request of ALEGESSEC:

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. 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)
- pays for any monthly fee due until the contract termination date.

## ARTICLE 24: Cancellation of 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 25: Extension and renewal of the contract

- 1- Extension (subject to availability of places and if the rent is paid)
- 2- During their stay, student residents may ask for an extension on the length of their stay.
- 3- Renewal of the occupation title (subject to availability of places and the payment of the rents)

After a stay, or during the stay, the student can 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 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 has to be made, the fee payable will be the most advantageous for the member.

## 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 residences as their headquarters.

### ARTICLE 29: Obligation of the student resident

in the event of non-compliance with rules and regulations, there may be sanctions laid out in the present document.

### ARTICLE 30: modification of the present 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 sportsfacilities...) may be modified upon the decision of the board.

### ARTICLE 31: Degradation

Any obvious degradation of the material, the premises, or furniture, or any disappearance of material for which the student resident(s) is responsible, obliges the person responsible for the damage to provide the corresponding repair or replacement.

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

Sanctions may take the following forms:

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 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, safe, 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](mailto:alegessec-gestion@essec.edu))

## ARTICLE 34: LUGGAGE STORAGE

ALEGESSEC offers its members a luggage storage service. The rules governing access to this service are as follows:

- The member wishing to use 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, when the member returns to one of the ALEGESSEC residences. The actual return date must be less than 12 months after the previous departure date. The refund request must be made within 3 months after the actual departure date,
- Maximum three items (standard-size boxes and/or suitcases) may be left in the luggage room,
- If the member does not return within 3 years after the departure, the stored items will be donated to a charity.

### Rates 2025/2026 - Prices in € -

	Linandes	Port	Parc	Cergy le Haut
Monthly rent F1	716	858		729
Monthly rent F1 Bis	645	828		662
Monthly rent couple's apartment		1059		
Monthly rent-sharing accommodation			743	
ALEGESSEC annual membership fee first demand	299			
ALEGESSEC annual membership fee renewal demand	199			
Security deposit (reimbursable)	650			

### Fee structure 2025/2026 - Prices in € -

Management fees in case of room change (article 26)	90
Arrival outside opening hours fee (article 5)	49
Luggage storage fees (article 34)	89
Charges for unauthorized waste disposal	49
Door opening charges	25
Replacement of access badge (article 13)	25
Recovery fees in case of non-payment (article 20)	19
Recovery fees in case of litigation (article 20)	99
Intervention of ALEGESSEC	from 20 to 99 euros

## DEGRADATION

Damaged floor	Price per tile: On quotation Price per sqm: On quotation Number of tiles or sqm: .....
Dirty walls and/or ceiling (need to be repainted)	Number of sqm (25 €/m2 ) .....
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	25 €
Washable stains or posters on the walls	25 €
Other :	On quotation
<b>BATHROOM AND WC</b>	
Dirty WC	15 €
Floor unwashed	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	42 €
Dirty and/or non-emptied wastebasket	15 €
Dirty bookcase	15 €
Dismantled furniture	50 €
Moved furniture	15 €
Washable spots or posters on the walls	25 €
Other :	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**