

RULES OF PROCEDURE GOVERNING ENAC RESIDENCES (ALL SITES)

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I -GENERAL PROVISIONS APPLICABLE TO ALL SITES

Article 1: Administrative organisation

Students' residences are placed under the authority of the Director of ENAC (École Nationale de l'Aviation Civile), who is assisted in his duties by the General Secretariat (Admissions and Campus Life [AViC] and Infrastructure and Logistics [IL] departments).

On the off-site campuses (outside Toulouse), the ENAC Director relies on correspondents of the Flight Training Directorate, who, in functional terms, report to the General Secretariat for these specific missions.

Student residences are not separate establishments from ENAC.

Article 2: Remit of the "accommodation" sector

ENAC's accommodation sector is placed under the direct authority of the General Secretariat (Head of the Admissions and Campus Life Department) and the centre directors on the off-site campuses who, in this regard, are called to take every measure relative to the administrative management life and community life of residences. They shall particularly ensure that these rules are applied.

Article 3: Responsibilities

There is security surveillance across all ENAC sites during and outside working hours and days. ENAC may not be held liable in the event of theft from one of the sites, whatever the circumstances (accommodation, car parks, cycle parking areas).

In an emergency, and if the residence management services cannot be reached, refer to the site instructions or contact the emergency services indicated on the evacuation plans.

II -ACCOMMODATION STANDARD TERMS & CONDITIONS

Article 4: Residence admission procedure

The residence accommodation priorities are defined in Decision no. 1197/ENAC/DG/2018.

Priority for accommodation in residences, at their request and in light of the accommodation capacities, is given to students or trainees enrolled in any planned course or internship in the school's general programme catalogue published by the Directorate of Studies and Research or Flight Training Directorate.

Other residents may be admitted depending on the accommodation places available.

01/01/2018

A student or trainee staying on at ENAC beyond the normal length of the scheduled course or internship, or a foreign student or trainee, whose studies are still ongoing and who is staying in France during the school holidays, may, at their request, extend their stay over the summer, subject to the number of available places, provided that they are not in breach of the rules of procedure and are up-to-date with their accommodation fees.

Only a decision to be able to continue staying in the residence, issued by the AViC Department, may authorise the student or trainee to do so.

Article 5: Fees and payment methods

5.1 Arrangements for paying rent

The amounts of the accommodation fees applicable to the various categories of residents are set by deliberation of ENAC's Board of Directors.

A. Long stays (longer than two months)

- Rangueil site

Accommodation fees must be paid to ENAC's Accountant via direct debit. The direct debit authorisation form (SEPA direct debit mandate) is provided by the residence managers or the Accounting staff. It must be returned to the Accounting Office together with a copy of your bank account details.

On an exceptional and provisional basis (for foreign students in particular), payment may also be made by cheque, credit card or in cash, upfront at the Accounting Office counter (for payments over €300, payment by credit card is mandatory).

- Other sites

Accommodation fees must be paid to the financial administrator or his/her authorised representative by cheque or credit card.

B. Short stays (shorter than two months)

- Rangueil site

Accommodation fees must be paid directly to ENAC's Accountant by cheque or credit card, or by cash upfront at the Accounting Office counter (for payments over €300, payment by credit card is mandatory).

- Other sites

Accommodation fees must be paid to the financial administrator or his/her authorised representative by cheque or credit card.

C. Payments shall be made as follows:

For the current month, between the 8th and 15th of the following month.

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If moving out: on presentation of the accommodation departure form filled in by the residence managers, stating the actual departure date.

5.2 Deposits

For any stay lasting more than two months, a deposit equal to the monthly rental amount must be paid, and will be collected when the student or trainee moves into the accommodation.

Article 6: Applicable procedures in the event of non-payment

Failure to pay may lead to residents being evicted by order of ENAC's Director or his representative.

In the event of financial difficulties, the Accounting Office may exceptionally grant more time on presentation of supporting documents.

Article 7: Managing deposits

The deposit paid to the Accounting Office for a stay lasting more than two months is refunded, after an inspection, within two months of the resident's definitive departure.

If it is found that furniture or equipment has been damaged or gone missing, and in the event such damages cannot be covered by an insurance policy taken out by the resident, the amount of the damages suffered by ENAC will be deducted from the deposit stipulated in Article 5, Paragraph 2 (5.2).

A rate for the main types of deduction possible is approved by ENAC's Board of Directors and available on the school's website. For significant damage, an invoice charging for the amount of the corresponding repair work will be sent to the resident concerned (this amount may be more than the deposit paid at the beginning of the stay).

Article 9: Inventory

An inventory, signed by the resident and residence manager, is completed whenever a resident moves in or out.

Article 10: General obligations for residents

So that residents are able to enjoy a living environment conducive to individual study, rest and recreation, they are expected to follow the basic rules of communal living.

Since no students are obliged to live in residences, each accommodation request subsequently requires the applicant to accept and apply the terms governing stays outlined below.

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All accommodation options are for one person only (except the VIP studio – two people). The School's Management is entitled to refuse any request for several tenants to share the same accommodation. Children under 15 years of age are strictly prohibited from entering residences unless permitted to do so by the School.

In the public interest, residents should not partake in any form of collective disorder, particularly between the hours of 23.00 and 8.00. In all circumstances, any noise likely to disturb the neighbourhood is prohibited.

Pursuant to the No Smoking Decree no. 2006-1386 of 15/11/06 laying down the terms & conditions for applying the smoking ban in places of collective use (corridors, staircases, entrance lobbies, meeting room, etc.), smoking is strictly prohibited in all covered areas owned by ENAC, except outdoor passageways. Anyone found in breach of this ban shall be liable to criminal or disciplinary sanctions.

It is forbidden to enter or remain in the School in a drunken state or under the influence of illicit substances. The School's Management may refuse entrance to the site concerned on these grounds, or request any competent authority to take a statement that someone is in a drunken state or under the influence of illicit substances and proceed with the necessary precautions.

It is forbidden to bring and consume alcoholic beverages on the School's premises, unless the Director or his representative makes a special exception.

Under their responsibility, students' associations are required to comply with the legal provisions in force concerning alcoholism, smoking and the consumption of illicit substances – particularly when they are organising evening events on the School's premises. No alcoholic beverages may be sold in cafeterias or restaurant chains apart from during exceptional events subject to the agreement of the School's Director.

With regard to litter and waste, each resident is required to dispose of these in the designated receptacles and to carefully follow the instructions displayed on the appropriate receptacles.

Unauthorised dumping of items and appliances is prohibited; any residents wishing to dispose of bulky items or appliances must get in touch with the residence managers.

If works are scheduled in the residences, or for security reasons, the Director or his representative may be required to ask the resident to change accommodation, and the latter may not object to this.

Article 11: Insurance

The resident is responsible for his/her accommodation as well as all furniture and equipment provided. S/he may not alter and/or take the latter out of the accommodation.

The resident will be liable in the event of damage following a transformation or alteration in the facilities. Students and trainees staying for longer than one month will have to submit a civil liability and multi-risk home insurance policy within a week of moving in.

If said policy is not presented within said timeframe, the Management's representative(s) may ask the resident to leave without giving notice.

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The Management shall not be held liable for any thefts, accidents or incidents which residents might suffer while staying in their residence.

The resident shall be liable for any damage s/he may have personally caused as well as the behaviour of his/her visitors and any disturbance or damage which the latter may cause.

III - TERMS GOVERNING STAYS IN RESIDENCES

Article 12: Principle for allocating accommodation

Since accommodation is the property of the State, the resident is not a private law tenant, rather, s/he is in possession of a temporary occupancy permit.

Accommodation is allocated to a resident on a strictly personal basis. The occupancy permit may not be transferred to a third party free of charge or for a fee, whether provisionally or definitively. Accommodating a third person is therefore prohibited.

The occupancy permit is temporary and revocable; it shall no longer apply:

- at the end of the period for which the admission decision was issued
- in the event fees go unpaid
- in the event of failure to follow the rules of procedure and following the decision of the Director or one of his representatives.

Lastly, any request for anyone other than the resident to access the room will be denied, including if said request comes expressly from the resident him- or herself.

Article 13: Foreign nationals' access to residences

Any student or trainee may receive occasional visits with the permission of the Head of the AViC Department. Such freedom shall be exercised with due respect for other residents.

All visitors must justify their identity to the residence managers or security services of the site concerned and heed any local instructions.

Moreover, any untimely visit by foreign nationals to ENAC may lead to them being denied access to the school or evicted with immediate effect.

Article 14: Following the safety regulations

The use of unauthorised appliances (gas or oil stove, contentious electric appliance, etc.) is strictly prohibited.

Residents may be held liable for any flooding caused by taps that have not been turned off, and any accidents caused by falling objects thrown out of windows or placed within them.

Alteration of the working facilities in accommodation, such as the furnishings, electrical fittings or the power rating of light fixtures is prohibited, as is any type of intervention or repair

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work whatsoever. The residence manager will ensure that the necessary requested repairs are carried out as promptly as possible.

Any type of intervention on the common equipment in residences, particularly time switches, electric circuits and water conveyance circuits, is prohibited because of the resulting risks for the safety of residents and the building.

Attention is drawn particularly to fire safety equipment, which must always remain in perfect working order. It must therefore only be used and activated in times of need. Anyone found tampering with this type of equipment will be criminally prosecuted and evicted with immediate effect on decision of the Director or his representative.

As a general rule, all students, trainees and visitors are asked to read the site's safety instructions so that they are able to take part, in particular, in the regulatory evacuation drills that are organised at regular intervals, including in residences. (See the safety instructions.)

Lastly, no notices, posters, etc. may be put up anywhere other than on the designated display boards – particularly in the corridors and on doors of accommodation.

Anyone found reoffending risks being evicted definitively on decision of the Director or his representative.

Article 15: Upkeep and cleaning of accommodation and hygiene

Communal areas (entrance lobbies, corridors, staircases, lifts, communal washing facilities, meeting rooms, etc.) are cleaned by ENAC on a daily basis.

Each resident is asked to clean his or her own accommodation at regular intervals. The managers will conduct routine inspections to check the condition of accommodation.

Please note that accommodation and bed linen cleaning services are available during stays on request for a fee.

For hygiene reasons, mattresses must not be used without sheets.

For the same reasons, animals are not allowed inside residences.

Depending on the site, residents may have access to:

- cleaning equipment (such as a vacuum cleaner) in exchange for an identity document handed into the residence managers.
- a laundrette (washing machines and tumble dryers),

Each resident must vacate their accommodation by 9.00 on the last day of their course or internship and ensure that all items (sheets, blanket, etc.) provided at the start of their stay are back in place.

Article 16: Use of communal facilities

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Responsibility for keeping the communal and surrounding areas of residences spotlessly clean and tidy lies first and foremost with residents.

Obstruction of communal areas, whether temporary or permanent, with any item whatsoever (bicycles, bags, rubbish bags, etc.) is prohibited, in order to ensure unimpeded access by the emergency services.

Cycles must be left systematically in the designated parking areas. Leaving them in stairwells, outdoor passageways or attached to building posts is strictly forbidden for safety reasons.

Article 17: Open access to accommodation

ENAC is entitled to enter rooms or accommodation for any intervention that proves necessary for the running of residences. Notice will be given at least 48 hours beforehand except in an emergency.

Article 18: Car parks and traffic lanes

The rules of the French Highway Code (Code de la Route) apply across all ENAC sites.

In addition to these rules, the following instructions must also be followed:

- the speed limit on traffic lanes within sites is 30 km/h.

Parking areas have been laid out for residents to park their cars. These areas must be kept clean and tidy.

Under no circumstances may vehicles be parked anywhere other than in the designated parking areas.

Wrecked vehicles found abandoned within ENAC sites will be towed away at the expense and risk of their owner.

IV - DISCIPLINARY SANCTIONS

Article 19: Sanctions issued by the administrative authority

Students, trainees or visitors, in whatever capacity, in ENAC residences are obliged to comply with the provisions herein.

Any residents found to be in breach of the aforementioned provisions will be liable, depending on the severity of their acts, to the sanctions listed below:

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- a spoken warning from the residence manager,
- a written warning from the Director or his representative,
- temporary or definitive eviction from residences on decision of the Director or his representative.

For the record, two written warnings will result in definitive eviction from residences (all sites).

These provisions do not prevent ENAC from being able to resort to any other procedure, and particularly to instigate criminal proceedings if it should deem such a step necessary.

Article 20: General remit of the administrative authority

By signing the inventory and receiving the rules of procedure governing residences, residents agree to the ENAC Management conducting any visits it considers necessary in order to ensure that the rules set out herein are being followed. Further, they shall agree to justify their identity as well as the identity of any visitors or guests in the residence on request of either ENAC staff or private inspection officials.

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These rules of procedure are on display in the entrance lobbies of each residence. They shall apply from 1 September 2017 across all ENAC sites (Biscarrosse, Carcassonne, Grenoble, Ranguel and Saint-Yan). Specific rules have been drawn up for the Montpellier site.

These rules have been written in French and English, but in the event of a dispute, the French version shall be the official, binding version.

BISCARROSSE SITE

In addition to the general rules of procedure (all sites), below you will find specific rules that apply to the Biscarrosse site.

Services provided in residences

Residence managers shall: welcome residents, distribute students' post, manage sports pitches, courts and game rooms, inspect furniture and equipment in the residence, carry out inventories of rooms (when residents move in and out) and inspect the surrounding areas of the residence.

Getting information

When there is no one on reception, residents will be able to find out everything they need to know from the residence managers.

Fire safety

In order to prevent fire risks, preparing meals and breakfast, using stoves, microwave ovens, fridges and heating appliances in rooms as well as playing with firecrackers or fireworks are strictly prohibited on campus.

Catering

ENAC has signed an agreement with "Le Bistrot de l'Aérodrome" in which the caterer agrees to apply the pricing terms associated with awarding a grant for students and trainees.

Restaurant opening times: Monday to Friday from 11.30 to 13.30.

For all other meals, a communal kitchen is available to tenants. Residents must follow the local instructions for use (cleaning, storing food, crockery, etc.) and hygiene.

Cleaning of rooms

Every Friday, from 8.30 in the morning, the cleaning company shall go round all rooms, cleaning and changing bed linen and bath towels. All residents must have tidied and vacated their rooms.

Available facilities

The Biscarrosse centre provides residences with a laundry room equipped with a washing machine, tumble dryer, iron and ironing board as well as a cleaning kit (broom/mop).

There is a TV room for use by all residents as well as a tennis court and table tennis table.

Refer to the procedure for accessing facilities on the Biscarrosse site or contact the residence manager.

CARCASSONNE site

In addition to the general rules of procedure (all sites), below you will find specific rules that apply to the Carcassonne site.

Services provided in residences

Residence managers shall: welcome residents, distribute students' post, manage sports pitches, courts and game rooms, inspect furniture and equipment in the residence, carry out inventories of rooms (when residents move in and out) and inspect the surrounding areas of the residence.

Getting information

When there is no one on reception, residents will be able to find out everything they need to know from the residence managers.

Catering

A communal kitchen is available to tenants. Residents must follow the local instructions for use (cleaning, storing food, crockery, etc.) and hygiene.

GRENOBLE SITE

In addition to the general rules of procedure (all sites), below you will find specific rules that apply to the Grenoble site.

Services provided in residences

Residence managers shall: welcome residents, distribute students' post, manage sports pitches, courts and game rooms, inspect furniture and equipment in the residence, carry out inventories of rooms (when residents move in and out) and inspect the surrounding areas of the residence.

Getting information

When there is no one on reception, residents will be able to find out everything they need to know from the residence managers.

Catering

Cooking in bedrooms is strictly forbidden.

A communal kitchen is available to tenants. Residents must follow the local instructions for use (cleaning, storing food, crockery, etc.) and hygiene.

Saving energy

Please turn off the radiators in your room when you open the windows to let air in and each time heating is not essential.

You should be able to use the thermostatic valves on radiators to keep your room at a comfortable temperature.

In the same way, please turn off lights when you leave your room or any communal areas.

Washing

Washing and drying laundry in your room is not allowed.

There is a laundrette that you can use in the building adjoining the swimming pool.

Sheets are changed every fortnight on Monday mornings.

Please place your dirty sheets, folded up, on the floor by your door.

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Bicycles

Please do not keep bicycles in your room.

Environment

Do not throw anything out of windows or in the areas around buildings.

There are bins available in the toilets on each floor.

Since recycling is practised at the centre, the receptacles in the kitchen should enable you to separate glass, paper, cardboard and other packaging and waste, in keeping with the colour code.

Rangueil site

Services provided in residences

Depending on the site, residence managers shall: welcome residents, distribute students' post, manage the sports pitches and courts (synthetic, tennis and beach volleyball), inspect furniture and equipment in the residence, carry out inventories of rooms (when residents move in and out), inspect the surrounding areas of the residence and parking areas and keep the residence logbook up-to-date.

Getting information

When there is no one on reception, residents will be able to find out everything they need to know from the residence managers.

Inventory

An inventory, signed by the resident and residence manager, is completed whenever a resident moves in or out.

Except in an emergency, residents must specify their departure date and make an appointment with the residence manager at least one week prior to moving out.

At the resident's request and particularly when his/her date and time of departure do not coincide with the residence manager being available (before 7.15 or after 21.00, Monday to Sunday) or the working hours of the Accounting Office (8.30 to 12.15 / 13.00 to 16.00, Monday to Friday), a pre-inventory on moving out will be carried out by 14.00 on the Friday before departure so that the resident can settle his/her stay and the Accounting Office's services. In this case, a mandatory invoice charging at least €20 for cleaning (depending on the condition of the accommodation) will be issued.

On an exceptional basis, the inventory on moving out may be carried out by the residence manager without the resident in attendance. In this case, the outgoing resident agrees in principle to the contents of the inventory that will subsequently be sent to him/her. The resident is responsible for his/her accommodation and equipment provided when s/he moves in.

The rooms must be vacated by tenants by 10.00 at the latest on departure day. They are available from 15.00 on new tenants' moving-in day.

Car parks

To be able to access the ENAC Rangueil site, residents' cars must display an access pass.

SAINT YAN SITE

In addition to the general rules of procedure (all sites), below you will find specific rules that apply to the Saint Yan site.

Services provided in residences

Residence managers shall: welcome residents, distribute students' post, manage sports pitches, courts and game rooms, inspect furniture and equipment in the residence, carry out inventories of rooms (when residents move in and out) and inspect the surrounding areas of the residence.

Getting information

When there is no one on reception, residents will be able to find out everything they need to know from the residence managers.

Catering

Cooking in bedrooms is strictly forbidden.

A communal kitchen is available to tenants. Residents are obliged to follow the local instructions for use (cleaning, storing food, crockery, etc.) and hygiene.

Saving energy

Please turn off the radiators in your room when you open the windows to let air in and each time heating is not essential.

You should be able to use the thermostatic valves on radiators to keep your room at a comfortable temperature.

In the same way, please turn off lights when you leave your room or any communal areas.

Washing

Washing and drying laundry in your room is not allowed.

There is a laundrette that you can use in the building adjoining the swimming pool.

Sheets are changed every fortnight on Monday mornings.

Please place your dirty sheets, folded up, on the floor by your door.

Bicycles

Please do not keep bicycles in your room.

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Environment

Do not throw anything out of windows or in the areas around buildings.

There are bins available in the toilets on each floor.

Since recycling is practised at the centre, the receptacles in the kitchen should enable you to separate glass, paper, cardboard and other packaging and waste, in keeping with the colour code.