

Annexes

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Appendix: Special conditions of rules of procedure

1) LIFE IN GROUP

Collective kitchens are accessible from 6 am to 11 pm.
Residents will see to it that they leave the common premises clean after use.
Visits are only allowed from 8 a.m. to 11 p.m.

2) DETAILS OF RESIDENCES

- **CENTRAL SECRETARIAT FOR RESIDENCES AMIENS NORD/CENTRE**
Central secretariat: 19 rue Tagault 80000 AMIENS
☎ tel 0322 712 485 📧 : res.amiens-centre.secretariat@crous-amiens.fr
- **CENTRAL SECRETARIAT FOR RESIDENCES AMIENS SUD**
Avenue Paul Claudel 80025 AMIENS CEDEX 1
☎ 0322 719 130 📧 res.amiens-sud.secretariat@crous-amiens.fr
- **CENTRAL SECRETARIAT FOR RESIDENCES DE COMPIEGNE/CREIL/SAINT QUENTIN**
Rue Winston Churchill 60200 COMPIEGNE
☎ 0322 719 100 📧 : res.roberval.secretariat@crous-amiens.fr
- **SECRETARIAT RESIDENCE OF BEAUVAIS**
Restaurant du Jeu de Paume
52 Boulevard Saint André 60000 BEAUVAIS
☎ 0322 719 101 📧 res.beauvais@crous-amiens.fr

3) IT CHARTER FOR UNIVERSITY RESIDENCE RESOURCES

To be completed only by students enrolled at UTC Compiègne

Article 1: Purpose of the Charter

This charter sets out the conditions of access to and use of IT resources made available to university residence students, including:

- Access to the Internet in computer rooms within the university residences;
- Internet connection via the network available in these residences.

All users must sign this charter and agree to comply with the ethical guidelines in force, particularly in matters of security, intellectual property, and responsibility for the proper functioning of IT equipment.

Article 2: Compliance with IT Ethics

In accordance with the French Penal Code (Articles 323-1 to 323-7) concerning cyber offences, all users are prohibited from:

- Impersonating another user;
- Fraudulently acquiring or using someone else's login credentials;
- Modifying or deleting information belonging to other users;
- Accessing information systems or data without authorisation;
- Harming the integrity or dignity of others through messages, texts or images;
- Disrupting the proper operation of the network or IT equipment;
- Accessing prohibited websites, such as those with racist, pornographic, violent, or otherwise harmful content;
- Engaging in commercial activities using the provided IT resources.

The use or development of software intended to bypass security measures or disrupt the network (e.g. viruses, Trojan horses, spyware, etc.) is strictly forbidden.

Article 3: Software Use and Intellectual Property Compliance

In accordance with the French Intellectual Property Code (Articles L.335-2 et seq.), it is forbidden to:

- Copy, use, or distribute software without a valid licence;
- Develop or distribute self-replicating or harmful software (e.g. computer viruses);
- Use the network to illegally download or share copyrighted material (e.g. music, films, software, video games, etc.)

Any violation of these rules may result in disciplinary and/or legal sanctions.

Article 4: Rights and Responsibilities of Administrators

Internet access is managed by the IT department of CROUS Amiens-Picardie and UTC. Administrators are authorised to:

- Ensure the proper operation of IT infrastructure;

- Inform users of service interruptions and minimise disruptions as far as possible;
- Monitor suspicious activity and, where necessary, suspend or restrict access in the event of a breach of rules;
- Take appropriate action against users who compromise the functionality of IT resources.

Administrators may collect technical data as part of the maintenance and security of the network, in accordance with the provisions of Law No. 78-17 of 6 January 1978 on data protection and privacy.

Article 5: Sanctions for Non-Compliance with the Charter

If this charter is not respected, the following sanctions may apply:

- Suspension or withdrawal of network access;
- Notification to academic or judicial authorities;
- Criminal proceedings in the case of a breach of applicable laws.

Article 6: User Commitment

By signing this charter, the user acknowledges having read and understood their obligations and undertakes to comply with them.

User's full name:

Residence and room number:

Date:

Signature, preceded by the handwritten statement **"Read and approved"**:
.....

This document must be sent by email to the secretariat of your residence.

4) WITHDRAWAL FORM

I, the undersigned «**\$NomLocataire**» «**\$PrenomLocataire**» INE (student card number):

«**\$IneLocataire**».....

Having been allocated accommodation at the «**\$NomCiteResa**» residence.....

Located: «**\$AdresseCiteResa**»..... ;;

In a «**\$TypeLgtResa**»-type accommodation

From «\$DateDebutResa**» (effective date) to **\$DateFinResa****

Wish to withdraw and no longer benefit from the accommodation which has been allocated to me for the above period. This accommodation can be allocated to another student.

I request the refund of my booking on the bank account with the corresponding details entered in the messervices.etudiant.gouv.fr/ platform, in the "CitéU" tab and then in the "RIB & PRELEVEMENT" tab. I request the refund of my booking on my bank account. To that end, I will check that my banking details have been properly entered and that my banking details form (RIB) showing an IBAN and BIC (French bank codes) – on either side of the document if necessary – are correctly entered in the messervices.etudiant.gouv.fr/ platform, in the "CitéU" tab and then in the "RIB & PRELEVEMENT" tab.

Reason for withdrawing (compulsory if withdrawal occurred after September 1):

[Place]..... on

Student's signature

Withdrawal notified to the residence before the effective date indicated in the Admission Decision: the deposit can be refunded without supporting documents.

Withdrawal notified to the residence after the effective date indicated in the Admission Decision : the amount of the booking is non-refundable except for substantiated and serious reasons, which will be examined by the Crous Directorate General (provide documentation).

**The document is to be sent by post with recorded delivery,
by email or handed directly to the residence reception.**

5) DEPARTURE ADVANCE NOTICE (IN THE COURSE OF THE YEAR)

The beneficiary undertakes to inform the residence directly through the site [meservices.etudiant.gouv.fr/Mon logement actuel/demander un préavis de départ](http://meservices.etudiant.gouv.fr/Mon_logement_actuel/demander_un_preavis_de_depart) or by delivering the declaration to the residence against receipt, of his date of departure one month in advance.

In case of non-compliance with the notice period, the month of notice shall be charged to the student.

YOU MUST MAKE AN APPOINTMENT FOR YOUR INVENTORY OF FIXTURES ON [www.messervices.etudiant.gouv.fr /accéder aux autres services/prendre RDV avec le CROUS](http://www.messervices.etudiant.gouv.fr/accéder_aux_autres_services/prendre_RDV_avec_le_CROUS) or join your residence's secretariat.

DEPARTURE ADVANCE NOTICE

I, the undersigned:

SURNAME:

.....

FORENAME:

.....

RESIDENCE:

Flat no.:

Personal address:.....

.....

.....

University attended:.....

Branch or college:.....

Year of study (1st, 2nd...):

.....

Reason for departure of the residence (stopping studies, internship, other to be specified):.....

.....

Wish to give back my flat on:.....(date of the exit inventory of fixtures)

Amiens, date:.....

received in residence on.....

Signature of the student

Signature of the Director of the residence

Date de start of departure advance notice =

Date of end of departure advance notice =

Note: warning, the housing allowance is not paid for any departure occurring before the 31st of the month.

6) REQUEST FOR MAINTENANCE AUTHORISATION

MAINTENANCE AUTHORISATION AT THE STUDENT'S REQUEST

I, the undersigned (Surname, First name):

Currently residing in unit no.

Request an intervention in my accommodation for the following reason:

.....
.....
.....

I hereby authorise the CROUS AMIENS staff of the
..... residence to enter and carry out the intervention
in my accommodation in my absence.

The intervention, of which I was informed on:, is scheduled to take
place on:

Done at: On :

Student's signature:

7) FORM FOR THE AUTHORIZATION OF CROUS ACCOMMODATION CONCERNING A MINOR STUDENT

I, the undersigned,

Name:

First name:

Address:

.....

.....

.....

Telephone:

Legal representative of minor student:

Name:

First name:

Date of birth:

Authorize the latter to occupy a Crous accommodation for the 2025-2026 academic year. I am fully aware that this minor student remains my responsibility.

[Place]

Signature:

8) ACCESSIBLE ACCOMMODATION FOR THE 2025-2026 ACADEMIC YEAR

I, the undersigned «**\$NomLocataire**» «**\$PrenomLocataire**», have been informed:

- That the «**\$TypeLgtResa**»-type accommodation allocated to me in the «**\$NomCiteResa**» residence from «**\$DateDebutResa**» to «**\$DateFinResa**» is primarily intended for persons with limited mobility.
- That, if needed, this accessible accommodation may be offered to a student with limited mobility during the academic year. In this case, the Crous may ask me to leave this accommodation and may re-allocate me another accommodation of the same type and in the same area, depending on availability, in which case, I agree to move.
- That, if I request a renewal, I will not be reallocated in the accommodation I currently occupy. I retain the right to occupancy, and if my situation permits renewal, I will be housed in equivalent accommodation, in the same residence, depending on availability.

Date:

Signature:

This document must be sent by email or handed to the residence welcome desk.

9) PET AUTHORISATION REQUEST FORM AND INFORMATION SHEET

REQUEST FORM FOR AUTHORISATION TO KEEP A PET IN UNIVERSITY RESIDENCE ACCOMMODATION

I, the undersigned: (SURNAME / FIRST
NAME)

INE (student number):

Having been allocated accommodation in the residence:

.....

Located in: (TOWN)

In accommodation of the following type:

For the period from 01/09/2025 to 31/08/2026

**Hereby request authorisation to keep a pet in my university residence
accommodation.**

I undertake to:

- Maintain the accommodation in a perfectly hygienic state. Regular inspections may be carried out by staff to ensure this;
- Keep the cage, litter tray and pet bedding clean and odour-free;
- Treat the animal against parasites and keep its vaccination record up to date (including the sticker confirming parasite treatment and its date);
- Ensure the animal is kept in a cage or on a lead during any technical or preventive intervention;
- Arrange for the pet to be cared for outside the accommodation by a third party in the event of an absence exceeding 24 hours;
- Leave the residence with my pet at the end of my accommodation period.

This undertaking remains valid until the end of the period specified in the accommodation admission decision and will be explicitly renewed if the accommodation is extended. It also applies at the time of departure: the resident is not permitted to leave the animal in the accommodation upon departure. Otherwise, the cost of handling the animal will be charged to the resident.

The final decision will be made by the residence director, taking into account the characteristics of the accommodation (in particular its size), the characteristics and welfare of the animal, and compliance with the communal living standards of the university residence.

Done at:..... on:

Student's signature:

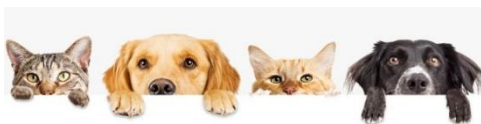


Photo de
l'animal

1 - INFORMATION ABOUT THE ANIMAL

ANIMAL TYPE:
 NAME:
 IDENTIFICATION NUMBER:
 DATE OF BIRTH:/...../.....
 BREED:.....
 WEIGHT:
 MALE ☐ FEMALE ☐

2 – YOUR PERSONAL INFORMATION

SURNAME:
 FIRST NAME:
 ADDRESS:
 TELEPHONE NUMBER:

3 – MANDATORY DOCUMENTS TO BE PROVIDED

- Photocopy of the vaccination record
- Photocopy of the identification card

Health:

Is the animal up to date with vaccinations? Is the animal microchipped?

If yes, chip location: Ear ☐ Thigh ☐ Other:

Is the health record up to date? Yes ☐ No ☐

Distinguishing features:

Precautions to be taken:

.....

In the event of a technician entering the accommodation, how is your pet likely to react?

.....

Other information:

.....

Date and signature:

10) REQUEST FORM FOR EXCEPTIONAL GUEST ACCOMMODATION

REQUEST FORM FOR EXCEPTIONAL GUEST ACCOMMODATION IN MY UNIVERSITY RESIDENCE

I, the undersigned:(SURNAME / FIRST NAME)

INE (student number):

Having been allocated accommodation in the residence:

.....

Located in: (TOWN)

In accommodation of the following type:

For the period from 01/09/2025 to 31/08/2026

Hereby request authorisation to exceptionally and temporarily accommodate a single guest from:..... to:(limited to a maximum of 3 consecutive nights).

Guest's identity:*

..... (SURNAME / FIRST NAME)

Residents must declare to the residence reception, at least 24 hours in advance, the identity and intended stay duration of any guest they wish to host, before said guest arrives. Under no circumstances may the stay exceed 3 consecutive nights. These requests must remain occasional and reasonable.

Done at:..... on:

Student's signature:

*Please attach a copy of the guest's identity document

Personal data is collected as part of the rental agreement management, the purpose of which is to constitute a rental file for the allocation of accommodation. Data is kept for the entire duration of the active rental agreement until the end of applicable regulatory periods.

For any question on data processing, the Data Protection Officer may be contacted at the address featuring on the Crous website in the "Contacts" section.