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Germany, France, UK, The Netherlands, China,
Korea, Japan, Taiwan, Malaysia, Singapore, and
Australia).



President University
Student Housing [PUSH]

President University

Jababeka Education Park, Jl. Ki Hajar Dewantara,
Kota Jababeka, Cikarang Baru, Bekasi 17550, INDONESIA
Telp 021 8910 9762 – 63 / Fax. 021 8910 9768

Mr. Anthonius Whisnu [0812 193 95141] ; Mr. Michael Rino [0818 0876 2349] ;

Mr. Wengky Ariando [0812 8840 5326]

enrollment@president.ac.id | admission@president.ac.id



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@presuniv



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Guide Book

PRESIDENT UNIVERSITY
STUDENT HOUSING

PUSH

*Scholarship
University*



Guide Book

President University Student Housing

PUSH

Guide Book

President University Student Housing [PUSH]

Publisher : President University Student Housing

Book Team : Ibnu Suryana
Arie Purwanto
Anwari Hilmy
Shinta Luschied
Irfan Irianto

Office of Admission : Agus H. Canny

Design : Gracia Mungki Leona [Corporate Marketing, Jababeka]

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Welcome to President University Student Housing!

Thank you for your willingness to stay at President University Student Housing (PUSH). This facility is managed by the President University Student Housing under President University, in cooperation with student council to ensure the safety happiness of your stay.

The Student Housing is an un-separable facility of the University to educate our future leaders with global outlook and multiculturalism mindset in line with vision and mission of President University. It is an area where most of the co-curricular and extra-curricular activities of President University Student are done.

The objective of the establishment of Student Housing is to provide a place where students can develop character and maturity to obtain wisdom in facing the future reality as members of the society. Student staying at the Student Housing will be given opportunities to be the active member of the Student Housing by contributing their ideas, energies and positive attitude to develop their communicating skill also leadership skill mentally and physically.

Please advise the medical facilities at President Clinic, should you need to let us know of any physical limitation you may carry. For safety purposes, please share with us a copy of your health insurance in case of emergency requiring hospital attention.

Herewith is the regulations of Student Housing contributed by all stakeholders of the Student Housing from the student, lectures, management and foundation of President University designed an adapted to the needs of every student staying at President University Student Housing. I hope you can all invest a good amount of time in reading and understanding your rights and responsibilities as a member of the community. After reading it, please sign the commitment letter and return it to us as a sign you ready to move into the next stage of your campus life.

Finally, I would like to welcome you as a member of the vibrant President University Student Housing. I believe your stay at President University Student Housing will be useful and memorable.

Warm Regards



Ibnu Suryana
Director of PUSH

Acknowledgement

Congratulations!
You have taken a big step.

On behalf of President University management, it is my great pleasure to welcome on your acceptance to the President University. We are thrilled that you will be joining our PresUnivers, family! to the batch of 2017.

Moving to President University takes courage. It also creates exciting opportunities and new beginnings. Your first year at the President University will be emotional and full of change

I'm delighted to see you here, a special greet to those of you who are on campus for the first time. As a new student at President University, you are bound to have questions. New Student Orientation is designed around you, helping to uncover the answers to the questions you have, and providing you information about campus resources, programs and services.

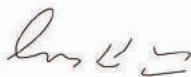
As one of the Indonesia's leading private universities, President University offers more than 15 undergraduate majors in fields as diverse as Business Administration, Management, Finance and Accounting, International Relations, Communication, Visual Communication Design [VCD], Law, Psychology, Industrial Engineering, Mechanical Engineering, Electrical Engineering, Environmental Engineering, Information Technology, Information System ; nearly hundreds of courses from which you will receive to create for yourself an education that is right for you.

As you meet with your advisors, the selected courses you will take this 2017/2018 semester, and begin this journey that will stretch your mind and shape who you will become, I encourage you to go forth in a spirit of exploration. This is your chance to make the rich variety of President University's intellectual opportunities matter to you and your life! Try new things that expose you to new ideas and alternative ways of thinking. Venture out, study smart, take intellectual chances.

Taking the time to learn what to expect — and what is expected of you — will help you succeed. This guidebook tells you a little about what it's like to live at dormitory and study at President University. It also lets you know who can help if you need more information.

By the time you leave orientation, you'll be on your way to becoming a successful President University student. Be prepared to meet new people, and to make new friends, orientation is your chance to show everyone that you are PresUnivers, Ready!

Sincerely,



Dr. Agus Canny, M.A.,M.Sc
President University Vice Rector - III

CHAPTER I - Residents Rights & Responsibilities

Article 1 : Student Rights and Responsibilities

- (1) As a member of President University Student Housing (PUSH) community, you are given certain individual rights that should be understood, obeyed and respected by your roommate and those who are living around you.
- (2) You are responsible to ensure that your roommate and other residents are given the same rights regardless of their gender, race, religion, cultural background, belief, value or attitude.
- (3) When you meet your responsibilities, you will not only help yourself but also your friends; thus the role of PUSH is as a great place to learn, grow and develop.
- (4) Through the community agreement process, you and other members of your community may choose to proposed the addition to the rules mentioned in this handbook. It is important that these items, the concepts of others' rights and responsibilities and the community agreement discussed in detail throughout the year.

Article 2 : President University Student Housing Staff

- (1) The PUSH staff does not guarantee you will attain each of these rights at all times, since all of you share the responsibilities. You can help ensure that these rights will be honored through thoughtful discussion and open communication with roommate and other residents.
- (2) The PUSH staff is committed to offer you an exclusive environment that will allow you to take healthy risks, grow and participate in enriching and challenging activities. The choice is yours – you can choose to passively exist or to take full advantage of your living environment. By participating in activities you are expected to have courage to speak about the values that you believe in.

Article. 3 : Rights and responsibilities that are not bound by law

These rights and responsibilities are not legally binding, but they are meant to complement the PUSH Regulations.

(1) Rights

- 1.1. Having a safe and secure living environment.
- 1.2 Having peaceful and quiet place to sleep and study.
- 1.3 Having privacy and proportionate use of room.
- 1.4 To confront another person behavior when it infringes your rights.
- 1.5 Getting assistance of House Captain, Student Housing Staff and Directors for help.
- 1.6 To know what is acceptable behavior or not.
- 1.7 Using Facilities and Properties to comply with regulatory requirements in Student Housing.
- 1.8 To convey any inconvenience and complaint and get prompt response from the staff.
- 1.9 Using facilities provided and available in/within PUSH upon request and approved by the management.
- 1.10.To have 24-hour service on medical emergency such as quick response to take the student-in-need to the nearest qualified clinic or hospital.

(2) **Responsibilities**

- 2.1. To read and to implement the regulations provided for you by the President University, including the President University Student Housing (PUSH) Regulations Guidebook.
- 2.2 Always keep your door and wardrobe locked and maintain the security of personal belongings, including valuables. The management will not be held responsible with any missing personal goods in the Student Housing area.
- 2.3 Pay attention on quiet hours/curfews by keeping down any activities that may create noise.
- 2.4 Share with your roommate of wishes and preferences of sleep, study, and visitation.
- 2.5 Examine your own behavior when confronted by others to resolve conflict.
- 2.6 Notify a staff in timely manner for help.
- 2.7 You may report any violations, whether or not you were personally affected by it.
- 2.8 Always maintain the cleanliness of the rooms and environment.
- 2.9 Create and maintain good atmosphere and environmental among students and dormitory.
- 2.10 Sheet Commitment Letter is required and be returned to PUSH office.
- 2.11 Save water usage as needed.
- 2.12 Maintain, take good care of all facilities and infrastructure available in the rooms and all dormitories area to keep it remain and function properly.
- 2.13 Bring friend to stay overnight at PUSH/your room is prohibited.
- 2.14 Always carry your dormitory identity card and show it whenever its required and requested.

Article 4 : The balance of Rights & Responsibilities

To a significant extent, your success will depend on your ability to understand and balance the rights and responsibilities aspects of your dormitory and campus life experience. The PUSH staffs do not possess the role of parenting, and you will seldom be told what to do or what not to do with regards to your personal behavior. The apparent exception is when individual or group behaviors and other attitudes are considered as bothering or threatening the ambience, health and safety of others or the community or beginning to disrupt the legitimate pursuits of others within the Student Housing Area.

CHAPTER II - Dormitory Regulations

Article 5 : Payment of Student Housing Fees

It is compulsory for all students to pay the fees in a timely manner before getting a room allocation at PUSH. If students are willing to extend their stay at the PUSH, they need to reserve and pay their annual student boarding house fees before assigned payment period every year. Reservation forms can be obtained through Finance Department.

Article 6 : Room Facilities

Rooms for students will be fully determined by the boarding management as they are available and can not be selected by students. In case students / I already have a choice of previous roommates are required to report early to the boarding management through the president's university enrollment committee and be notified to the PUSH management.

Article 7 : The change of room location

Rooms for students will be fully determined by the boarding management as they are available and can not be selected by students. In case students / I already have a choice of previous roommates are required to report early to the boarding management through the president's university enrollment committee and be notified to the PUSH management.

Article. 8 : Alcohol Consumption, Empty Alcohol Containers

- (1) Residents are completely prohibited from storing or consuming alcohol at PUSH area.
- (2) Possession of empty alcohol containers is prohibited and may be viewed as evidence of possession of alcohol that is against the rule of PUSH and may cause your lost on your residency status at the PUSH without any refund on fee and deposit.

Article 9 : Drug abuse and non-smoking area

- (1) All university Building premises and PUSH area are declared as non-smoking area. All student and visitors are prohibited to smoke in the respective areas.
- (2) Any forms of storing and consumption of addictive drugs within or outside the PUSH Area is never tolerated. It is against the republic of Indonesia's Law and is subject to heavy penalty that may result to imprisonment or death penalty.
- (3) President University and the management of the dormitory have the right and will do a sudden inspection using a laboratory check, sudden inspection from the police officers or even to use K9 and bloodhound.

Article 10 : Prohibited Appliances

- (1) Resident must maintain and take care of any electrical equipment that was in the room, including overseeing its use as well as be fully responsible for losses incurred due to the negligence of the use of electrical equipment.
- (2) Electricity use at public area is only for laptop or cell phone, other appliances are prohibited.
- (3) The use of washing machine and electrical or gas equipment that could pose a danger to security and safety in the room and dormitory area are prohibited.

Article 11 : Entering into the Male and Female Dormitories

- (1) PUSH is designated for use by a specific gender. Resident will be held responsible for the behavior of his or her guest and should ensure that guests comply with all PresUniv Policies and PUSH Regulations
- (2) Be mindful of your housemates when inviting guests to visit your room. Male residents should at no time enter the female complex and vice versa. This applies also to the visit of the parents of the students.

Article. 12 : Room Keys Policy

- (1) The room key that each resident receives at check-in is for his/her own use exclusively. This is also true of any "spare key" that a resident signs out temporarily.
- (2) Giving or loaning your key to others is prohibited. Duplication of any key, including room keys without permission by Management of PUSH, is also prohibited.
- (3) Duplication of any key, including room keys without permission by Management of PUSH, is also prohibited.
- (4) Only the management that has the rights to duplicate the keys. Each resident moving out or on holiday must return the room key.
- (5) If residents are unable to return the room key, they will be charged fees deducted from the security deposit. The room key must be returned within 24 hours, and no later than 24 hours.

Article. 13 : Violations of Health, Fire, Safety or Maintenance codes

Participating in any activity in causing interference or violation of health, causing fire, interfering with safety; or endangering people or dormitory's property is prohibited. For instance, hanging clothes or other items on ceilings, throwing items out of windows, etc.

Article. 14 : Moving Lounge Furniture(s) to Individual Room or Other Areas

PUSH provides bunk beds and other furniture for residents. If the resident does not require it, he/she is not allowed to move the furniture from the assigned area to other areas of the building. Residents should request and inform Customer Service before moving such furniture.

Article. 15 : Health Insurance

Dormitory provides medical treatments for inpatient or outpatient with terms, conditions and standards of service held by the President Clinic. All medical treatments other than those mentioned above are not covered and all the treatments that can not be done in the President Clinic will be referred to a sufficiently developed hospital. For that reason, it is the responsibility of the patient's parents directly (excluding the insurance responsibility provided by the president university). President clinic opens 24 hours except during Eid and Christmas holidays.

Article 16 : Quiet Hours

- (1) Quiet hours are designated to support conducive environment to study. While When Quiet Hours are applied, students must refrain from creating noise in the room or in the public area
- (2) Quiet Hours are applied during middle and final exam periods 24 Hours.
Quiet Hours during non-exam period are Sunday-Thursday: 11:00 pm to 6:00 am; Friday and Saturday: Midnight to 6:00 a.m.
- (3) The main and the female gates are closed and locked from 00:00 to 06:00 am.
The female gate will only be opened when :
 - 16.3.1 student move in and move out.
 - 16.3.2 during emergencies, such as fire, sick students, flooding,
 - 16.3.3 for service trucks such as supplying drinking water, taking waste, out and maintenance purposes only.Residents are not allowed to trespass in PUSH area. Resident who do not return to PUSH overnight must report to the head of Male/Female Student Advisor and provide relevant and legitimate reason.
- (4) The security will always do a sudden or random check for the in and out of the resident, visitors and others. Either a check for identifier card including Dormitory ID card. Any vehicles including the content and the documents and the luggage.
Resident / visitors are required to permit security officers to do the mentioned check above.t

Article 17 : Pets

Pets are never allowed in PUSH area, including animals that been certified. Any attempt to bring pets (wild or tamed) into PUSH will be subjected to disciplinary action. Except for the security guard animals used by security personnel.

Article 18 : Destructive and Vandalism

Destructing, damaging, misusing, defacing, or littering on any PUSH property and area are prohibited. Individuals Responsible for vandalism will be referred into the PUSH Office. Student vandalizing PUSH property will be sanctioned with disciplinary sanction and damage billing fines may be assessed to individuals or communities in response to vandalism (please see list price for damaging different items at PUSH Area).

Article 19 : Gun

All weapons such as firearms, knives or clubs, etc., are strictly forbidden inside the room and the surrounding area.

Article 20 : Immoral Activities

Any actions and activities of student that are considered immoral activities and will seriously damage the reputation and image of the PresUniv and the PUSH are dealt seriously. No warnings will be given and no appeal will be allowed. Upholding morality is a serious matter for the PresUniv and compromise is not acceptable because public perception is uncontrollable and long term effect to these negative actions.

Article. 21 : Fighting

There are three levels of warning in terms of this particular violation. First violation, depending on the nature of the fight, receives a verbal warning and second violation receives a written warning and academic sanction. Third violation, if the victims suffered serious damage and/or injury, outright dismissal is sentenced without appeal. Every resident is prohibited to get into a fight with anyone.

Article. 22 : Entertainment

Entertainment that is morally degrading or questionable is never acceptable to the community.

Article. 23 : Rooms Inspection

The PUSH Management has the right to enter and inspect any student boarding and student rooms. It is the PUSH's responsibility to comply with fire safety and other regulations, as well as to maintain and protect PUSH rooms property, drugs, weapons, etc. Inspections will be conducted without prior notice. Room inspections cannot be done personally and individually, but in group.

CHAPTER III - Procedures of sanctions and discipline

Article 24 : Documentation & Adjudication

Violation of any PUSH Regulations will be documented in an Incident Report. Violations will be referred to Directions and professional staff for investigation and resolution. In the event that both University Policy violations and PUSH Regulations are documented, student will be referred to the Student Affairs Office.

- (1) When PUSH violations are referred to the Assigned Director or Housing Professional, a notice will be sent to the student will be instructed to schedule a meeting with the Designated Director/ Assigned person. At this meeting, they will review the incident and discuss the alleged policy violation.
- (2) During the meeting, the PUSH staff member may determine if more information is needed or not. They may ask to schedule a meeting with the incident reporter and the student, as well as other people who have witnessed the incident. If the student wishes to have witnesses brought forth, he/she must notify the PUSH staff member of the witnesses' names in advance. The PUSH staff member will determine the appropriateness of witnesses in of a large number of people. Witnesses may appear either individually or collectively on the PUSH staff member's discretion.
- (3) The Student Affairs Office will determine the involvement and assign appropriate sanctions. The result of this meeting will be documented and a copy will be given to the student(s).
- (4) Violations discovered during Safety Inspections may be adjudicated via a written correspondence. This correspondence will state the violation, sanction including the corrective action to be taken by the resident.

Article 25 : Disciplinary Action

- (1) Members of the PUSH community are expected to conduct themselves in accordance with the regulations of the University, the dormitory and the law of the city, province and nation. Violation of any dormitory regulation will be lead to disciplinary action
- (2) The disciplinary effort of PUSH Regulations violation at PUSH has three principles:
 - 2.1 Disciplinary action is aimed at producing growth and maturity.
 - 2.2 Student are encouraged to be responsible for their own behavior.
 - 2.3 Any imposition of disciplinary sanction goes through a due process of investigation.

Article 26 : Type of Action

- (1) The PUSH attempts to balance disciplinary action with each student's particular needs and to help him/her toward success and maturity. If a student knows that his/her behavior is beyond the limits established by the PUSH and they desire assistance in changing such behavior, then without threat of disciplinary action.
- (2) A problem of this nature is defined as a personal problem and the student advisor and staff member will work with the student toward a change of behavior. Under some circumstances student may be referred to experienced professionals off campus.
- (3) Violations of campus rules/community standards are open to disciplinary action, which is classified into different categories as follows:

- 3.1 Reprimands are given when it is necessary to remind student of their commitment to the community standards of the President University and PUSH.
 - 3.1.1 The student may receive an official verbal reprimand for the first violation.
 - 3.1.2 Students whose attitudes or actions continue to be inconsistent with PresUniv expectations may be given a first warning letter, which will be followed by second warning letter that may lead to expulsion.
 - 3.1.3 Fines are given when property damage is incurred or when equipment borrowed from PUSH is not returned on time or lost. Fines are also given along with any violations of rules. Fines may include cash payments or deductions directly from the deposit.
- 3.2 Probation (First and Second Warning Letter)
 - 3.2.1 PresUniv Student as a Resident who has received both first and second warning will be subjected to probation. The terms of the Probation provide the student with an opportunity to show a positive change in attitude and conduct in order to continue being a student of PresUniv. The resident is required to sign an agreement to perform faithfully the terms of the probation.
 - 3.2.2 Signed copy of the agreement will be sent to the student's parent, to the Academic Advisor, the academic bureau, and/or the student affairs department for filing. The length of the first probation period is six months and also the second probation is six months under control of head of Male/Female Student Advisor to meet them every two weeks.
 - 3.2.3 Fines associated with breaking rules as a resulted first Warning Letter, - or 50 hours of community service. Fines associated with breaking rules as a result of second Warning Letter, student must pay a fine of IDR. 500.000,- or 100 hours of community service.
 - 3.2.4 The directors of the PUSH and Head of Student Affairs are authorized to issue these letters to the student and inform finance department.
 - 3.2.5 The Fine will be paid through President University Finance Department, and will be used for student activities at President University. A monthly report will be produced by Finance Department.
- 3.3 The third warning letter and suspension
 - 3.3.1 The third warning letter will lead to student suspension. For a serious violation of PUSH rules and regulations, vice rector level or above may issue a third warning letter with or without the first and second warning letter.
 - 3.3.2 The third warning letter will cause the student to undergo a 2 (two) week suspension or any period that has been set. From any academic activities, and they will immediately be dismissed from the PUSH and the student is required to pay IDR. 1.000.000,- or 300 hours community service.

(4) Dismissal

When a student has committed a serious violation of the PUSH rules and regulations, he/she will be dismissed. An uncooperative student, with an evident of unsympathetic spirit to the standards and ideals of the University, is considered to be one who chooses to no longer be a student. Dismissal may also result from action that are viewed as having a harmful or negative influence upon other student or upon the reputation of PresUniv. Student who are dismissed must remove all personal belongings from the PresUniv & PUSH properties in good condition and settle all financial obligation and fines. Dismissed students are not allowed to visit the campus or use any PUSH facilities. Grounds for dismissal are as follows:

- 4.1 Immoral action includes the following:
 - 4.1.1 Students caught in excessive kissing, necking, sleeping together with the opposite gender, petting on the PUSH. For example: Student of the opposite gender are found to be in the same locked room or sleeping with the opposite gender in the same room.
 - 4.1.2 Pregnancy without marriage.
 - 4.1.3 Relationships between the same gender.
- 4.2 Other violations stated by Indonesian law as a crime.
- 4.3 Fighting in campus, PUSH, or outside the campus if it results in grave injury to the parties involved.
- 4.4 Proven to be an additive drug storage/addict/user/pusher.
- 4.5 Staging, provoking mass action such as demonstrations or rallies that are deemed detrimental to the reputation of the University and/or disruptive to its academic activity.
- 4.6 Stealing personal belongings, laboratory equipment, books from library or PUSH assets.

(5) Type of Violations and Sanction

Whenever applicable and in accordance with the violation committed, the appropriate disciplinary action will be implemented. Actions that merit suspension are the followings:

No	Violation	Sanction				
		Fines	WL I	WL II	WL III	Expulsion
1	Misuse of PUSH's name or logo	v	v	v	v	v
2	Late on entering PUSH	v	v	v	v	v
3	Littering the PUSH area	v	v	v	v	v
4	Bringing pets into PUSH	v	v	v	v	v
5	Smoking & alcohol consumption	v	v	v	v	v
6	Males visiting females rooms and vice versa (Trespassing)	v	v	v	v	v
7	Inappropriate language/conduct (swearing, foul language, abusive, sexually explicit languages)	v	v	v	v	v
8	Wearing indecent & inappropriate clothing	v	v	v	v	v
9	Petting, necking, kissing (Sexual activities in the PUSH area)	v	v	v	v	v
10	Fighting with other students	v	v	v	v	v
11	Disturbing	v	v	v	v	v
12	Non-residents (students) who staying overnight	v	v	v	v	v
13	Proved as a sender o anonymous letter	v	v	v	v	v
14	Gambling				v	v
15	Bully (Violence)				v	v
16	Proved stealing (theft)				v	v
17	Ownership or bringing weapon stuffs in campus or PUSH environment				v	v
18	Fighting with staff of PUSH					v

19	Romantic relationship with married PUSH staff					v
20	Pregnancy without married					v
21	Storing, using & vending addictive drugs					v
22	Staging & provoking mass action					v
23	Disrupting academic activities					v
24	Homosexual/Lesbian relationship in the PUSH area	v	v	v	v	v

- (6) The penalties above cannot be appealed by students, the Student Council, or parents / guardians as the University wishes to uphold strict discipline and security for everybody.

Article 27 : Police Action

Student who are uncooperative with PUSH staffs and are involved in illegal activities (e.g., falsification of records, misrepresentation or misuse of President University & PUSH name/signs/symbols, gambling, blackmail, drug/weapon possession or usage) or violation of the country law. will be reported to the police. For respect to other and the PUSH properties, PUSH will not tolerate physical violence (fighting), property damage, or any other activities, which endanger the safety of others. Grades and/or academic credit may be withheld while any of the above-mentioned issued are being resolved.

Article 28 : Immigration policy for International student

As stated in the county's law and regulation (UU No 9 of 1992) pertaining to International Student in Indonesia that they are not allowed to use the student visa to work or for business purpose Except for Internship program offered by the University concerned, violation of the passport usage will result in confiscation and deportation to country of origin. Includes residential violation that do not match the address registered in the immigration office.

Article 29: Administration of System

Actions taken under the above process do not preclude, replace or supersede standard procedures for damage assessment or any action done by the Student Affairs Office and/or civil authorities.

CHAPTER IV - Additional Terms

Article 30 : Safety in the PUSH

The PUSH is equipped with a variety of security and fire safety devices that make our buildings a safe place to live. Door locks provide safety for our residents. However, the most important safety asset at the PUSH is our student who utilize the tools they are provided with to keep themselves and their belongings safe. Resident must learn that they are no longer living in a single family home or apartment building – their action affects not only themselves but all the other residents in PUSH.

To ensure safety and security in the PUSH area, we suggest the students the followings:

- (1) Do not carry your room key, ID in the same case.
- (2) Do not lend your key, ID card to anyone.
- (3) Lock the door and locker in your room when you are leaving or sleeping. Nearly all reported burglaries of residence hall rooms involve unlocked doors.
- (4) Always escort your guests at all times.
- (5) Do not allow strangers to enter the building with you. If an unauthorized person pushes you or follows you to the door, immediately inform a PUSH staff member of the security.
- (6) If you see an unfamiliar face in your residence hall, ask for identification and information about their business or contact a PUSH staff member or security. If necessary, ask another student to accompany you when you speak to an unescorted visit.
- (7) Immediately report all lost or stolen keys and access cards to Security Housing staff.
- (8) Report all thefts and any suspicious activities to PUSH staff and security immediately.
- (9) Immediately report all security-related maintenance problems to the PUSH Facilities. Security repairs include locks, doors, and windows, outside lights or fire extinguishers that need repair or replacement.

Article 31 : Room Assignment Policy (Optimization of Room Occupancy)

Each room in PUSH designed for occupancy by two (2) students. When students are not pleased with the Assignment Room Policy, then the particular student will be charged for a Single Room. To that end, Management PUSH will publish notice/memo to the Finance Department of President University.

Article 32 : Moving Out

Each resident who will be moving out must fill in the Form of Out Going and Clearance in Customer Service with accompanied by the obligation to return the room key. Housekeeper will check the completeness of the inventory in the room. Whenever there is any damage and/or lost property room, resident will require to replace the fee by deduction form the Deposit at Finance Department.

Article 33: Co-Curricular Program

Co-Curricular Peer Leadership is the Co-Curricular Program which integrates with the Academic Curricular Program. Student are expected not only to be focused on knowledge based on their fields of study, but also to develop their soft skills, to become self-reliant graduates and full of initiative, to work accurately, to have self-motivation and self-discipline, and leadership skills. Everything will be synergized either academically (curricular and co-curricular) or non-curricular, academically.

Article 34 : Closing Statement

Management at any time may modify or make an amendment to the PUSH regulation to follow the developments in the future. Other Provisions that have not been regulated in the Guidebook of the PUSH will be set later in separate Provisions that become an integral part with the above Provisions.

Article 35 : List of Fines for vandalism at President University Student Housing

No	Equipment / Accessories	Fines in Rupiah/Unit (Set)
1	Air Conditioning Unit	3.500.000,00
2	Ac Remote	150.000,00
3	KWH Meter Set (Outdoor)	PT.PLN
4	MCB Box (Indoor)	500.000,00
5	MCB Panel (Indoor)	150.000,00
6	Door Panel Set (Destructed)	1.500.000,00
7	Door panel Set (Repair)	250.000,00
8	Key Cylinder	250.000,00
9	Door Key	100.000,00
10	Mechanic Key (w/o Cylinder)	200.000,00
11	Window Panel Set (broken)	750.000,00
12	Window Panel Set (Repair)	250.000,00
13	Door / Window Hinges (Engsel)	150.000,00
14	Window Film	100.000,00
15	Canopy Polycarbonate (Pavilion 3 rd Floor)	500.000,00
16	Transparent Swell Fiber	250.000,00
17	Terrace Paint	250.000,00
18	Pedestrian (Structuring)	200.000,00
19	Exhaust Fan	500.000,00
20	Sitting Closet / Toilet Bowl	2.500.000,00
21	Stopped Water faucet + Flexible Slang (Set)	500.000,00
22	Shower / Head Shower	350.000,00
23	Jet Washer	300.000,00
24	Water Faucet	250.000,00
25	Stopped Water Faucet	150.000,00
26	Jet Washer Faucet	300.000,00
27	Valve Shower	200.000,00
28	Wash Basin (wastafel)	1.500.000,00

No	Equipment / Accessories	Fines in Rupiah/Unit (Set)
29	Flush Toilet	250.000,00
30	Toilet Cover / Lid	150.000,00
31	Closet Tube Accessories	350.000,00
32	Floor Drain (Bathroom)	50.000,00
33	Floor Drain (Outside)	50.000,00
34	Pillow	80.000,00
35	Bed Mattress (Repair)	250.000,00
36	Bed mattress (Destructed)	1.000.000,00
37	Bed	1.500.000,00
38	Chair	500.000,00
39	Table	1.000.000,00
40	Big Mirror	1.000.000,00
41	Small Mirror	300.000,00
42	Partition	150.000,00
43	Locker	1.000.000,00
44	Locker Key	25.000,00
45	Wire Netting	50.000,00
46	Main Door Handle	150.000,00
47	SL Lamp	50.000,00
48	Garden Lights	450.000,00
49	TL Lamp	150.000,00
50	TL Lamp LED	1.000.000,00
51	Window Handle	50.000,00
52	Electric Socket / Plug	50.000,00
53	Lamp Fitting	50.000,00
54	Single Electric Switch	50.000,00
55	Double Electric Switch	50.000,00

CHAPTER IV - Tips & Tricks living in PUSH

Article 36 : PUSH is provided for PresUniv student

In order to familiarize themselves live independently and have responsibility, interact with fellow resident (PUSHers) and the environment during their education process in PresUniv.

To having a great experience in living at PUSH, PUSHers should notice several factors as follow:

- (1) Behavior and Habits
- (2) Managing a room
- (3) The Use of Public Facilities

Article 37 : Behavior and Habits

Obey with all regulations and policies issued by the PUSH and PresUniv (e.g., curfew, no smoking and no using alcohol & drugs, etc.)

- (1) Increase mutual respect, honor and preserve the value of tolerance to fellow residents and management (e.g., appreciate roommate who studying)
- (2) Participate in security of PUSH's environment including secure the room's properties (example: always lock the door and locker, report to the security if seeing a suspicious person);
- (3) Maintain and uphold the values of decency and good morals of yourselves and PUSHers (example: dress modestly, spoken politely);
- (4) Observe and maintain the cleanliness and health of yourselves, your bedroom and the environment;
- (5) Appreciating time for doing activities and having rest;
- (6) Caring to fellow residents, especially the roommate (example: report to the Security or Student Coaching if your roommate ill or have personal problems);
- (7) Utilizing the announcement media at PUSH as a channel of information derived from PUSH management.

Article 38 : Managing a room

- (1) Waste Management
 - 38.1.1 PUSHers should understand the waste management in PUSH, This includes room waste, unit waste, toilet waste and outdoor waste (see others point on number 6 / page 4).
 - 38.1.2 Use sealed baskets or trash bags in room in order to not contaminate the room with smells and bacteria;
 - 38.1.3 Dispose the waste that already filled in your room trash bin to unit waste bin that placed at corridor or hallway (dispose the waste every day for healthy room);
 - 38.1.4 Get used to dispose the waste at the same time when you going out
- (2) Handling fungus/keeping clean air
 - 38.2.1 Open the window/door every day for air circulation (1-hour minimum/day). Air circulation will reduce the risk of fungus in your room (fungus appear in moist room).
 - 38.2.2 Use of water absorbent products is not recommended. Water absorbent products only absorb the cold air from air conditioner and keep the room moist. The best way is keep the air circulation in the room by opening your window/door.
 - 38.2.3 Drying pillows, bolsters, blankets at least 1(one) time in 2 weeks. If you cannot dry the mattress, try reversing the mattress every 1 (one) time in a week.
 - 38.2.4 Always clean the furniture of your room with dry cloth.

- 38.2.5 Using the air conditioner as needed with temperature about 25-27°C. Do not use air conditioner all day long, because your room became moist and the air is no longer good for your health.
- 38.2.6 Cleaning the air conditioner every 4 (four) months by request through PUSHOCOMTIC.
- (3) Food and beverage
Always keep the food and beverage at its place. Please use airtight container to keep the food in a good condition and from the contaminated air of the room with the smell of food. Cleaning the refrigerator every week in order to not contaminate the food and beverage with bacteria (separate the food and beverage that contain strong aroma).
- (4) Shoes and sandals
38.4.1 Place your shoes and sandals in designated place (rack) inside your room.
38.4.2 It is better to storage your shoes and sandals with boxes or plastics in order to maintain the good air in your room.
- (5) Valuable properties
38.5.1 Place your valuable properties (e.g., money, jewelry) in saver and locked container. Do not place the valuable properties in any place in your room.
38.5.2 PUSH Management do not provide deposit service for valuable properties.
38.5.3 PUSH Management do not Responsible for any loss of valuable properties in your room.
- (6) Prohibition of nailing Wall Nailing wall of your room is prohibited. Please use double tape for clothes hangers.
- (7) Painting the walls are prohibited.
- (8) The use of Electricity
38.8.1 Using electricity wisely as needed.
38.8.2 Turn off all electronic devices if you're not using its (e.g. iron, water heater and electric stove)
- (9) Room safety
38.9.1 Every resident receives 1 (one) key
38.9.2 Always lock your door and windows before sleep, take a bath. Using toilet, going out or playing/studying at your friend's room
38.9.3 The replacement key can be obtained from customer service with paying fines as 100.000 IDR.

Article 39 : The Use of Public Facilities

- (1) Bathroom
39.1.1 Every bathroom consists of shower room, toilet and washbasin;
39.1.2 Using the bathroom with responsibility and keep the accessories in its place (e.g. shower set, hand flush, faucets)
39.1.3 Always clean the toilet after using it
39.1.4 Removing or moving the toilet or bathroom equipment from its origin is prohibited.
39.1.5 Throw the waste on provided bin
39.1.6 Do not put trash in floor, floor drain (drainage), toilet and washbasin. Throwing waste at those places will subject to fine/warning letter and public facilities Suspension.
39.1.7 Every resident is obliged to maintain the cleanliness of bathroom.
- (2) Parking Area
39.2.1 PUSH provides parking area for motorcycles and bicycles.
39.2.2 Parking area for motorcycles available only for PUSHers and PUSH's staff. The motorcycles should be registered at customer service.

- 39.2.3 Bicycles racks are provided by PUSH and PUSHers should register the bicycle at customer service. Violation regarding parking of bicycles will subject to fines and warning letter.
- 39.2.4 Bicycles and motorcycles registration is used for entering or exiting PUSH area. PUSH Management not responsible for any loss of bicycles, motorcycles and cars.
- (3) Public Area
 - 39.3.1 Public area includes: Hotspot corner (canopy), gazebo, hall H1 – H8, Gazebo, Volleyball field, basket/ Badminton field, and PUSH court.
 - 39.3.2 The use of those public areas is managed by Customer Service for those who need to using the public area should request the permit at Customer Service at least 3 (three) day before.
 - 39.3.3 The electricity public area can be used only for charging cell phone and laptop/notebook. Any violation regarding electricity at public area will subject to fines and warning letter.
 - 39.3.4 For business profit using, the electricity should use portable meter and electricity token.

Article 40 : Others

- (1) Entering/exiting permit on curfew
 - 40.1.1 Security not allowed to give permit to enter or exit PUSH, permit only given by Student Advisor
 - 40.1.2 In the case of coming / returning late, to retrieve entry-permit from Student Advisor or the authorized management, resident should fill-out come late form. Come Late Form available at Customer service or Student Advisor Office. For exit permit could use the dormitory report. Repeated coming late will be given a letter of reprimand and sent to the rectorate / student and parents.
 - 40.1.3 Form should be completed and signed by resident, Customer Service and Student Advisor
 - 40.1.4 The form will be presented to Security when entering the dorm. The first sheet is held by resident, red and yellow sheet handed over to the security to be forwarded to the student advisor (red sheet) and Customer Service (yellow sheet).
 - 40.1.5 For PUSHers who use Come Late Form are not required to fill the Written Statement Form (WS).
 - 40.1.6 For PUSHers who requested permission to enter PUSH without Come Late Form and for PUSHers who would come out from PUSH are required to request permission via SMS to the Student Advisor at least 10.30 PM (a half hour before midnight on the day)
 - 40.1.7 Format of SMS: Full Name, Housing Number and Reason, the SMS addressed to:
 - i. SMS Center Confirmation : 0813 8059 8180
 - ii. Call Center Office : 021 8911 3711 / 021 8910 6876
- (2) Exceptions for entering/exiting permit in curfew (with come late form/SMS):
 - 40.2.1 PUSHers could show related transportation ticket (plane, bus, travel or train)
 - 40.2.2 For resident who accompanied by parents/guardians should fill-out Written Statement Form with parents'/guardians' full name, contact number and reason
 - 40.2.3 Showing assignments letter as Student Ambassador or any activities letter regarding events held by President University.
- (3) Random Inspection

The PUSH Management has the right to enter and inspect any student boarding and student rooms. It is the PUSH's responsibility to comply with fire safety and other regulations, as well as to maintain and protect PUSH rooms property. Inspections will be conducted without prior notice. Room inspections cannot be done personally and individually, but in groups.

- (4) **Prohibition of Smoking, Alcohol and Drugs**
 PUSHers are prohibited from storing or consuming alcohol at PUSH Area. Possession of empty alcohol containers is prohibited and may be viewed as evidence of possession of alcohol which is against the rule of PUSH that may All university building premises and PUSH area declared as non-smoking area. All student and visitor are prohibited to smoke in the respective areas.
 Any form of storing and consumption of addictive drugs within or outside the PUSH Area is never tolerated. It is against the Republic of Indonesia's law and is subject to heavy penalty that may result to imprisonment or death penalty.
- (5) PUSHers are not allowed to use electricity at corridor, hallway, emergency outlet and act. Any violations regarding using electricity at those places will subject to fines and warning letter.
- (6) **Waste Management:**
 - 40.6.1 **Room waste:** Waste from PUSHers that is located in their own room and managed by yourselves. This waste could be dry Waste and Wet Waste. For Wet Waste should be thrown to Unit Waste directly. PUSHers are not allowed to put room waste in front of the room.
 - 40.6.2 **Toilet waste:** Waste from PUSHers that is located in common bathrooms and managed by PUSHers and housekeeper. This waste could be Dry Waste only. The waste should be thrown to unit waste directly. PUSHers are not allowed to throw any waste into toilet/closet/washbasin.
 - 40.6.3 **Unit Waste:** Waste from resident's room and common bathrooms that is located at corridor every floor and managed by housekeeper. This waste is separated by Dry Waste and Wet Waste.
 - 40.6.4 **Outdoor Waste:** Waste from every unit that is located at designated area (first floor) and managed by Gardener. This waste separated by Dry Waste and Wet Waste.
- (7) PUSHers could use gallon water provided by PUSH management at several racks in PUSH. PUSHers are not allowed to keep/take any gallon or jar for any purposes.
- (8) Corridor and hallway is not a place to skate/skateboard and putting resident's belongings, PUSHers should not damage the floor and use for individual purposes for the sake of resident's comfort
- (9) Please use standard volume of speaker/sound system
- (10) Please maintain PUSHers properties in your room. If you need assistance, please contact Customer service or fill-out PUSHOCOMTIC from.
- (11) In order to serve better in complaint handling, PUSHers should fill-out PUSHOCOMTIC completely (please see the procedure at Customer Service Counter). Customer Service could not process any incomplete form.

Jababeka, 1st Agustus 2017



Ibnu Suryana
 Director of PUSH



Commitment Letter

I, the undersigned

Name : _____

Address : _____

Student No.: _____

Hereby declare the following understanding and commitments:

- (1) I have read the PUSH guidebook and promise to obey and follow all the rules stated during the course of my study as students of presiden University and mw period of stay at PUSH.
- (2) I shall be actively participating in creating a favorable and safe environment for all the resident of PUSH Area.
- (3) I will bear all necessary and relevant consequences related to the violations of any rules stated in this book with full responsibility. I realize the penalties imposed upon me can not be appealed.
- (4) I have a health insurance covering the period of my stay at PUSH. If not, I will be responsible for all my hospitalization cost, if it occurs.

Kota Jababeka, Cikarang _____

(Student's Name & Signature)

Guarantors

As guarantors, without any reasons whatsoever, we are liable to pay the penalty in cash all costs incurres during the stay of our son/daughter at Presiden University prior to his/her departure from PUSH.

(Parent / Guardian's Name & Signature)

Attach: copy of a valid health insurance policy/card with hospitalization coverage (If applicable)