



STERLING COLLEGE

2007 - 2008 RESIDENCE HALL CONTRACT

1. PAYMENT

The resident is responsible to pay the room and board rate as prescribed by the College Catalog for each semester. Charges will begin the first day the hall officially opens. If a student withdraws during the semester, charges will be prorated if he/she has been enrolled for less than or equal to 60% of the term. If a student has been enrolled for more than 60% of the term, no refunds will be issued.

2. HOUSING DEPOSIT

The resident will pay a \$100.00 Housing Deposit which will be applied to any damages that may occur to the room or hall at the end of a student's stay at the College. The deposit may also be applied toward any library fines that the student may incur. Should there be no damages or fines, the entire amount will be refunded upon leaving the institution at the end of the contract year or upon graduation.

3. USE OF ROOM

The residence halls and adjacent properties are for the use of residents and guests only. Any other use must be approved by the Student Life Office. Guests are welcome and, while here, are expected to abide by Sterling College policies. Residents are responsible for the conduct of their guests at all times. There are a limited number of guest rooms available for parents and special guests of the College. Other visitors of the same sex are welcome to stay in student rooms, but are limited to three consecutive nights. A Visitor Registration form must be completed in the Student Life Office prior to the arrival of visitors. Visitors of the opposite sex must abide by the college visitation policy.

4. FIREARMS

Weapons and firearms of any kind are not permitted in the residence halls, or in vehicles located on campus, at any time. This includes bows and arrows, knives (other than pocket knives), air guns, pellet guns, and any other items that are capable of causing physical harm to others or damage to property.

5. FIREWORKS/EXPLOSIVES

Fireworks or explosives of any kind, either commercial or homemade, are not allowed in the residence halls or on campus.

6. ELECTRICAL APPLIANCES AND COOKING

Small appliances with completely enclosed coils (i.e. corn poppers, coffee pots) are permitted in the residence halls. Microwave ovens, toaster ovens, frying or boiling units are not permitted in student rooms under any circumstances.

7. CANDLES, INCENSE, HALOGEN LAMPS

For safety reasons, candles and incense may not be burned in the residence halls at any time. Halogen lamps may be used if there is a safety guard on the top of the lamp and the bulb is no more than 300 watts.

8. RESPONSIBLE LIVING & VISITATION

Residents are responsible for keeping their living areas clean and orderly. Courtesy hours are in place twenty-four hours a day. As such, residents should respond appropriately to requests to turn the stereo volume down, etc. The resident also agrees to abide by the Visitation Policy and other campus expectations set forth in the Student Handbook. Failure to abide by visitation policy, students will be fined and may result in suspension or loss of campus privileges.

Print resident name and ID number

Resident hall and room number

9. ALCOHOL/TOBACCO/DRUGS

Alcohol, tobacco of any kind, or illegal drugs are not allowed in or around campus or college sponsored events. Students who violate the alcohol policy are given the following sanctions:

1st Violation:

- Pay a \$200.00 fine
- Complete 10 hours of community service
- Student will be required to fill out an alcohol intervention assessment and go over the results with the VP of Student Life. If you are a minor and violate the alcohol policy, the Student Life personnel will contact your parents.

Second Violation

- Pay \$400.00 fine
 - Student will be required to complete an alcohol assessment at his/her own expense and follow through with the recommendations
 - Student will also be placed on probation for one semester
 - Complete 20 hours of community service. If you are a minor and violate the alcohol policy, the Student Life personnel will contact your parents.
- ** If second violation occurs within the same year, you automatically will be dismissed from Sterling College.

Third Violation

- Immediate dismissal from Sterling College will result for one semester. After one semester, the student has the right to re-apply to Sterling College.

ILLICIT DRUG POLICY VIOLATIONS

Sterling College has a no tolerance policy with students involved with illegal drugs. Students found in violation with the SC drug policy will be immediately suspended from Sterling College for the rest of the academic semester. No academic credits will be given for that semester. If the student is dependent on their parents for financial aid, the students' parents will be notified.

The police will also be contacted when illegal drugs or paraphernalia are found and the student will have to deal with the ramifications from the police findings.

10. ROOM/HALL ASSIGNMENTS

The College reserves the right to make reassignments and temporary assignments of accommodations as considered necessary. The resident understands that if a vacancy occurs in the assigned room, the remaining resident(s) agree to accept other roommates as assigned, move into another room if requested, or pay additional charges based upon lowered occupancy of the room. Room consolidation of this nature will occur at the beginning of both the Fall and Spring Semesters. Hall or room changes may not be made without approval of the Resident Director or Student Life Office. This contract is valid for all rooms to which a student may be assigned throughout the contract period.

11. PRIVACY RIGHTS

The College respects the privacy of all residents. However, the college reserves the right for authorized personnel to enter student rooms and vehicles parked on campus in certain situations. These situations fall into three general categories: a) **inspection**. These are done to assess health and safety conditions of a room, to check the physical condition of a room, or to address maintenance or housekeeping needs; b) **search**. Entry into a room or vehicle may take place if there is reasonable cause to believe that damage is being done to Sterling College property or that a policy violation or illegal activity is taking place; c) **emergency**. There is reason to believe that there is imminent

danger to an occupant of a room or vehicle, or to properties or buildings. Privacy rights are detailed in the Student Handbook.

12. LIABILITY FOR PERSONAL POSSESSIONS

The College assumes no liability for the loss of or damage to student personal items. Students are encouraged to secure adequate insurance coverage for all belongings as well as to maintain current inventory lists of all belongings and serial numbers.

13. ABANDONMENT - PERSONAL PROPERTY

Upon the termination of this agreement, all abandoned personal property in the student room, storage areas, or campus areas will be disposed of according to College procedures at the expense of the student.

14. COLLEGE FURNITURE

The resident agrees that no College furniture is to be removed from student rooms, hall lounges, or restrooms without prior approval from the Resident Director or Student Life Office. This includes beds, chairs, desks, mattresses, etc. No furniture may be disassembled or removed from rooms in Kilbourn or Evans for any reason. The cost for disassembling a bed in Kilbourn or Evans will be the cost of purchasing a set of matching replacement beds, including shipping and handling (\$400.00 each). If closets are moved in Kilbourn or Evans, the fee will be (\$500.00).

15. PARKING AND DRIVING ON CAMPUS

Parking is provided for the use of Sterling College residents, faculty, staff, and guests. Parking in areas designated for handicapped persons, commercial delivery vehicles, or an emergency zone is not permitted. All students must register their vehicles with the Student Life Office. Failure to do so will result in a fine. Students must observe parking regulations including restrictions on parking lot use as posted. No driving will be permitted off of designated roadways. Failure to comply will result in traffic fines and/or loss of vehicle privileges on campus.

16. KEYS

For security reasons, each resident is issued a room key at the beginning of the semester. Doors are NOT to be propped open at any time, and locks should not be tampered with. Keys are checked in at the end of the year or when a resident leaves the College. There will be a \$15 charge for each lost room key.

17. DAMAGE LIABILITY

The Resident accepts all financial responsibility for any damage occurring in rooms and other areas of the hall or campus for which they are responsible. The resident also assumes responsibility for a portion of damage done in public areas if the responsible party cannot be identified.

18. CHECK-OUT REQUIREMENTS

Residents checking out of a hall must complete all required checkout procedures. This includes cleaning of room, completion of room condition report, checking in keys, and the removal of all personal property from the room and all storage areas. Any resident not remaining in the resident hall for Spring Semester must have completed all check-out procedures and removed all belongings from his/her room before leaving for break. Students failing to checkout properly will have \$50 of their damage deposit withheld in addition to any cleaning or damage charges that may apply. Residents who do not check out by the required time will also be fined.

19. DISMISSAL/WITHDRAWAL/VACATING

Any resident deemed to be a danger to self or others in the opinion of College Staff (due to psychological or medical reasons), may be immediately removed from the residence halls until the situation is assessed and a decision made regarding her/his status in the residence halls. All residents agree to leave the residence hall within twenty-four hours after their last final or upon closing of the halls during break periods.

20. PETS

No pets, other than non-carnivorous fish in an aquarium, are allowed in residence halls.

21. HOUSING DURING BREAKS

The Residence Halls will be closed during Thanksgiving Break, Christmas Break, and Spring Break. Meal service is not provided. Any exceptions over Thanksgiving Break and Spring Break must be approved by the Student Life Office. For the 2007-2008 academic year, the following dates apply:

November 20 at 5 pm	Halls close - Thanksgiving Break
November 25 at Noon	Halls open
December 14 at 5pm	Halls close- Fall Semester
January 6 at Noon	Halls open - Spring Semester
March 14 at 5pm	Halls close- Spring Break
March 23 at Noon	Halls open -Spring Break
April 26 at 5pm	Halls close - Spring Semester

For more dates, see the calendar on the website.

22. EXCEPTIONS/TERMINATION

Any exception to this contract must be approved and documented in writing by the Student Life Office. The Student agrees that the College may terminate this contract and take possession of the room at any time for violation of the contract, College rules and regulations, or for reasons of health or safety.

23. STATEMENT OF NON-DISCRIMINATION AND HUMAN DIGNITY

Sterling College does not discriminate on the basis of race, color, national origin, sex, handicap, or age. Sterling College stands categorically opposed to any type of violence or oppression by one individual or group toward another. This includes verbal, emotional, sexual, or physical acts of aggression, intimidation, or violence.

I understand that I am a member of the Sterling College community, which is centered on Christ and seeks to apply Biblical principles to all guidelines and expectations that it establishes.

My signature below indicates that I agree to abide by this contract in its entirety. I also understand that I am responsible for all information in this contract, in the Academic Catalog, and in the Student Handbook and addendums made thereto.

STUDENT SIGNATURE and ID number	DATE
Residence Hall: _____	Wing/Room Number: _____

STAFF MEMBER SIGNATURE	DATE

For Staff Completion at Check-Out:
Keys returned: yes / no
Proper Check-Out: yes / no
Damage to room: (list) _____

Charges assessed: \$ _____ (For Office Completion)