



Resident Students: Handbook

Welcome to the EIAS campus in La Chapelle au Riboul, France. EIAS provides housing for students in the main quadrangle.

The purpose of the EIAS residential program is to help each resident student enhance his/her spiritual, academic, physical, social, and emotional development within the dormitory environment. The residential program offers an opportunity for you to become a more responsible person. Living in a university provides a time for learning, commitment, and decision making. The goal of our administration team is to assist you in making your college experience rewarding and fulfilling. Our staff is ready to help you meet the challenges you will face. This handbook is a summary of the services, rules, and regulations that relate to residential life at EIAS. It is designed to let you know what you can expect from EIAS's residential program and what the staff will expect from you as a resident. We hope your stay on the campus will be enjoyable, productive, and educational. We want your time at EIAS to be among the most rewarding experiences of your life.

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While each single resident student is provided with their own private bedroom, they share living spaces with other students, including bathrooms, living rooms, and kitchens. This closeness requires a working relationship among the students. Each student will be expected to develop the ability to help others, to care for others, to get along with others, and to be flexible.

EIAS strives to make its on campus accommodation an appealing place to live, where students feel comfortable and at home. With this in mind, EIAS works very hard at keeping the physical facilities well-maintained and attractive. Resident students should also take the responsibility to do what they can to help keep the facilities in this condition.

Students should do their part to help keep their accommodation free from offensive odors, excessive noise, extreme practical jokes, and general disruptions.

The campus exists for an educational purpose. It is part of the learning environment. EIAS furnishes each room with a single bed, a chair, closet, small table, bedside table, washbasin, and electric fan.

Unless arrangements are made in advance, the reasonable cost of living on the campus is payable to the Business Office prior to moving into the accommodation at the beginning of the school year, and is payable in half yearly amounts. A damage deposit is also required, payable in advance. No deferments are permitted.

The following portions of the Resident Handbook are designed to make the learning

and living environment on campus as pleasant and productive as possible. Each student residing on campus must agree in writing to abide by *all* the rules and exceptions listed in this Handbook.

SINGLE ROOM RESIDENTS

As with any university residential program, living on campus comes with rules and responsibilities for its resident students. Since we are a Christian institution, dedicated to training men and women to better serve God and His Kingdom, we believe that setting high standards of conduct and Christian behavior is appropriate and conducive to this purpose.

University Liability

EIAS is not liable for personal property that is lost, damaged, or stolen. Students are advised to keep their doors locked.

Students are cautioned to leave any valuable property at home or in a suitable storage facility. Students are asked to make use of checking accounts and not keep large sums of cash in their rooms. Students are strongly encouraged to purchase renter's insurance, if they are not covered under their parents' homeowners' policies. Renter's insurance is inexpensive and readily available.

On-Campus Living Requirements

EIAS requires all single freshmen and sophomores under 21 years of age, who are living away from home, to live on campus. Exceptions will be made for those receiving free room and board for the purpose of helping the student through school.

A full-time student securing written parental permission to live off campus may also be granted permission.

The university also requires on campus residency for all international students.

Room Assignments

Room assignments are made by the university Administration. No student is allowed to make room changes without the approval of the Administration. The Administration may override initial room assignments and make new room assignments at any time they feel it is necessary.

Room Check-In Procedures

A few weeks prior to moving onto campus, the Administration will begin contacting all new and returning students to communicate move-in information and to arrange check-in appointments. All students checking into the apartments must do so by appointment with the Administration. Students expecting to check-in without an appointment may not be able to do so immediately upon arrival.

Upon arrival on campus, all students must immediately contact the Administration, a representative of which will conduct a walk-through of the shared living spaces and student's private bedroom to note any pre-existing damage and to verify that all the furniture is present. The student will be required to sign the walk-through inspection form. The student will also be given a key to his/her bedroom.

Apartment Check-Out Procedures

Winter break

Students who will be returning for the Spring are not required to move their belongings out of the room. Students leaving for Winter break will be required to do a walk-through of their bedroom with the Administration and complete a check-out inspection prior to leaving.

End of year Check-Out (or when moving out of the campus)

Check-out at the end of the academic year will be conducted on Monday and Tuesday of the last week of the semester between the hours of 9:00am and 3:00pm. No exceptions will be made without prior permission from the Administration. A student moving away from campus during the academic year must secure permission from the Administration prior to moving out. All room keys must be returned as part of the check-out process.

When moving off campus, or checking out at the end of the academic year, all possessions must be removed from the campus. Any items left on campus after check-out immediately become the property of the university and will not be returned to the student. Leaving unwanted items or rubbish on campus will likely result in loss of deposit.

Check-out must be done during normal business hours and by appointment with the Administration who will do a final walk-through and inspection of the student's private room and living spaces once all the student's personal possessions have been removed from the room, all food had been disposed of, spaces have been cleaned, and student is ready to travel. Any inspection fines at check-out must be paid directly to EIAS. Any damages will be reported to the Administration and assessed against

the student's damage deposit.

Students should make their final end of school year travel plans to coincide with the final checkout. Students will not be allowed to stay on campus once the final

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check-out has been completed without prior approval of the Administration.

NOTE: Check-out is not complete, and the deposit is not refundable, until the Administration has signed a room check-out form and indicated approval of checkout conditions. The check-out form must be turned in to the business office before the student leaves campus.

Any student who wishes to remain in their room during the Winter Break must make arrangements with the Administration.

Curfew and Weekend Check-Out

All single students under the age of 21 are subject to a nightly curfew. Each student must sign the check-in sheet at the foot of the stairs in the south wing, and be in their assigned room by midnight (12 a.m.) each night.

If a student is going to be unable to meet this schedule because of work or unforeseen circumstances, he/she must contact the Administration well in advance of the assigned curfew time, or a fine will be assessed.

Written permission must be obtained from the Administration by those regularly working later than curfew hours. Students are strongly encouraged to seek

employment that will not require them to be out after curfew.

A student may be given extended curfew consideration by the Administration for special occasions and for church events, but habitual late hours are not permitted.

The student will be subject to a 50 euros fine, payable in cash to the Administration, for each unexcused curfew violation.

Any student under the age of 21 who wishes to spend one or more nights away from campus must sign out with the Administration prior to leaving. This includes weekends, holidays, and any other breaks. In case of emergency, the student must leave the Administration the name, address and phone number of the residence, where he/she will be staying.

No student under the age of 21 may leave campus at night after curfew or before 6:00 a.m. without the express prior permission of the Administration.

Persistent curfew violation will require the student to appear before the Discipline Committee.

Personal Items

Students must furnish and use their own personal items. Students may bring a reasonable number of personal items, including computers, DVD or Blu-Ray players, televisions, for their own use. External antennas (short-wave, TV, satellite) are not permitted.

Accommodation Access

EIAS reserves the right for Administration personnel to enter any private room at any time. EIAS also reserves the right for other authorized persons to enter any private room (e.g., pest control workers, maintenance workers, city building and fire inspectors, or any other EIAS personnel). Any of the above indicated personnel will never enter any apartment or private room unannounced. They will knock and loudly announce their presence prior to entering. No locks may be added, changed, or re-keyed by any resident.

Services/Utilities Provided

Basic utilities (electricity, water, etc.) are provided as part of on campus residence.

Trash must be sorted into recycling, compost and trash. Recycle plastic, metal, glass and paper. These should all be placed in the recycling receptacle. A trash can is provided near the kitchen. Students will take trash and recycling to the village collection area according to a roster.

High-speed wireless Internet access is provided for each resident (see posted QR code). Personal Internet, land-line phone, cable or satellite TV accounts are prohibited. Students are permitted to access entertainment content through personal streaming services (e.g. Sling TV, Netflix).

Prohibited Items in Accommodation areas.

The following items are prohibited in or around the University Accommodation:

- Anything with an open flame (e.g., candles, Sterno, etc.)
- Propane (e.g. for torches, lanterns, and grills)
- Outdoor grills that burn wood, charcoal, or propane
- Tobacco products of any kind, including e-cigarettes and vapor devices
- Fireworks, firearms (including any kind of BB gun, pellet gun, or other projectile device), ammunition and/or explosives, and anything that might be considered a weapon (e.g. swords, spears, daggers, etc.)

Room Care

The condition of the room and any included furniture should be checked and recorded on the inspection form during the walk-through with the Administration. After check-in, any missing or damaged furniture will be deducted from the responsible student's damage deposit.

No furniture should be moved from the room without permission from the Administration.

A policy of common assessment from "anonymous" damage will be in effect. If a responsible person cannot be determined, each resident of the particular area will be responsible for the condition of the apartment and will be assessed equally for the amount necessary to cover repairs.

Room occupants are responsible for all incidents in that room, whether inappropriate behavior or by willful negligence, including damage done by another student or by visitors.

Guests are not permitted to bring pets onto campus as at any time. Failure to remove unauthorized pets) may result in a report to animal control services.

Each student is responsible for his/her own share of general cleanliness in the common living areas and the grounds around campus.

Pictures must be hung by a standard hook-and-nail hanger, or by Command Strips. No tape or thumbtacks are permitted. One or two posters are permitted in each bedroom, but not in the common living areas. Posters must be hung using Command Strip Poster Hangers.

Students are free to move furniture around in their personal rooms to suit their tastes. However, when moving furniture, it must be picked up and moved and not slid across the floor. Any damage to the floors due to moving furniture, personal furniture brought in, or lack of care will result in fines being assessed during the student's final check-out.

Bedrooms must be clean and neat with beds made by 10:00 a.m. each day.

Mattresses must be kept on the beds at all times.

No changes may be made to accommodation wiring or appliances.

Maintenance Issues

If something is in need of repair or a maintenance issue arises, contact the

Administration, who will make the necessary arrangements.

Room Cleanliness

Each student should see to the following every day in their private room:

- Dishes are washed, beds are made, and clothes are off the floor

Each resident student will be given responsibility on a roster for the

following each week:

- All common areas should be swept and mopped using an appropriate cleaning solution (not just water).
- Trash emptied (or as often as needed)
- Bathroom cleaned, including tub/shower walls, mirror, sink and vanity, and the toilet (inside the bowl and outside)
- Laundry closet cleaned, including removal of trash, cleaning the machines inside and out, and making sure the lint filter is cleaned after each dryer use

Each resident student will be given responsibility on a roster to the following every month:

- Inside of the refrigerator is cleaned and emptied of expired food.

Each resident student is expected to cooperate in daily, weekly and monthly cleaning. Any lack of cooperation will be considered misconduct and should be reported immediately to the Administration.

Apartment Inspections

Room inspections will be conducted by the Administration during the first full week of the term and the third week of the term. Inspection day and time will be announced the Saturday prior to inspection week. Students residing on campus are also subject to *unannounced* inspections at the discretion of the Administration.

Inspections will include a general survey for inadequate cleaning, improper storage, abuse of the room and its furnishings, etc. Fines will be assessed for inspection failures, which will be paid directly to the Administration in cash within one week.

Resident students who continually fail inspection will be required to appear before the Administration at their discretion.

Purposeful damage to university property, the personal property of another student, or disregard for residence regulations will be grounds for requiring the student to vacate the campus and possible suspension from EIAS

An accumulation of 50 euros in inspection fines during the course of a semester will result in the resident student's parents, or responsible adult, being contacted. An accumulation of 100 euros in inspection fines during the course of a semester will result in the resident student having to live off campus for the remainder of the current semester and the entire next semester, with possible reinstatement to the University accommodation after the student has lived off campus for one entire semester.

Fines must be paid in cash to the business office. Fines cannot be placed on a student account.

Conduct of Residents

Entertaining visitors of the opposite sex is welcome in the common areas. No man is allowed in a woman's private room. No woman is allowed in a man's private room.

Being "in the room" is defined as crossing the threshold of the main door.

On occasions, a resident student may entertain a visitor of the opposite sex as long as they adhere to the following requirements: (1) the Administration's permission must be obtained prior to the visit; (2) the visitor must remain in the common living areas and are restricted from entering the private bedroom areas; (3) Hours for entertaining visitors of the opposite sex are from 10:00 a.m. to 10:00 p.m. If a visitor of the opposite sex is found on campus without permission from the Administration or if they are found in other areas of the campus besides the common living areas, the student responsible will be subject to disciplinary action from the Administration.

Each student is expected to be considerate of others, not only within in the entire dormitory complex. Therefore, loud and/or inappropriate music (see Student Handbook) or other loud noises are not permitted.

Campus quiet time, begins at 10 p.m. each evening.

Special devotional times for residents will be scheduled periodically by the Administration. Attendance is strongly encouraged.

Lack of common courtesy will be considered a rule violation

On-campus accommodation may not be used as a headquarters for any private business.

Salespersons and solicitors are not permitted on campus. No student should purchase anything from salespersons in these areas.

Activities such as boxing, wrestling, ball playing, golf putting, weight lifting, scuffling, engaging in water fights, and other disturbances are prohibited on campus

Contact sports are prohibited (e.g. wrestling, boxing, martial arts, etc.)

Before entering a private room that is not his/her own, each student is to be considerate and knock.

Visitors

Overnight guests on campus must have advance permission from the Administration and are allowed only if the host student is present on campus. Residents are responsible for the care of their guests. Guests will be charged 50 euros per night for room and board. Extended visits are not permitted. Young children are not permitted as guests on campus. Babysitting is not permitted on campus.

Fire Alarms

If there is a fire on campus, immediately activate the fire alarm and evacuate the building. Notify the Administration and call 18.

Fire drills will be held once per semester. If you hear the fire alarm sound, please

evacuate the building immediately and proceed to your designated meeting area.

All dorm areas are also equipped with smoke detectors

If you hear a smoke alarm sound, immediately survey your apartment for the source of any possible fire. Exit your apartment and check with other residents to determine the source of the alarm. Inform the Administration immediately, including waking them up at night by using the doorbell or calling the cell phone.

Typically, smoke alarms, if set off accidentally, will reset themselves in a few minutes. If they are set off by steam, opening windows and doors will aid in resetting the detectors.

Security

It is highly recommended that students keep their private rooms locked when they are not in them. It is also strongly suggested that students keep the door to their room locked at night and whenever the room is unoccupied.

Room Reservation Procedures

Upon registration, each student must pay a 300 euros reservation deposit that includes the 150 euros refundable damage/cleaning deposit.

Priority for room reservation and assignment will be made early in the Spring semester at the discretion of the Administration using the following priority criteria:

- A student who wants to maintain the same room for the next Fall semester
- A student who has agreed with another student to be roommates for the next Fall and Spring semesters
- A student who will be a 3rd year student in the Fall semester
- A student who will be a 2nd year student in the Fall semester

A reservation is canceled when a student stops attending classes or is dropped from the university for any reason. In this case, students must reapply for admission before making room reservations.

Rooms are primarily intended for student use while classes are in session. However, EIAS may make an exception and grant a student permission to reside in the room at other times, such as during the time between Fall and Spring semesters and between Summer sessions.

Summer room rental is a privilege, subject to other EIAS needs.

Rooms may also be used to house non-students, at the discretion of EIAS

Utility Failure

A utility failure is not an emergency situation. In the event of a utility failure, notify the Administration immediately. If the failure involves danger (e.g. a gas leak or a downed power line), warn those in your area.

Media Relations

In the event of any campus crisis or emergency, only the Administration or a designee will meet or talk with the media. EIAS wants to present factual details in a calm manner that respects individuals' privacy and invites no unnecessary negative publicity.

Missing Student Notification

Each resident student, age 18 and above, has the option to identify a contact person or persons to be notified in the event the student is determined to be missing. If a student has chosen not to disclose personal information, this notification option is not available.

Parents/guardians and the local police will be notified if a student is determined to be missing.

EIAS personnel will be notified if any resident student is determined missing.

check-out is delayed.

Personal items may only be left in the apartments after the fall semester if the student is returning for the spring semester

Notes:

- Each student will be charged 20 euros per day that check-out is delayed •

No personal items may be left in the apartments following spring semester check-out

- Check-out is not complete, and the 150 euros deposit is not refundable, until the Administration has signed the on campus residential check-out form and indicated approval of check-out conditions.

I have read the above and agree to the above statements. Name:

_____ Date: _____