



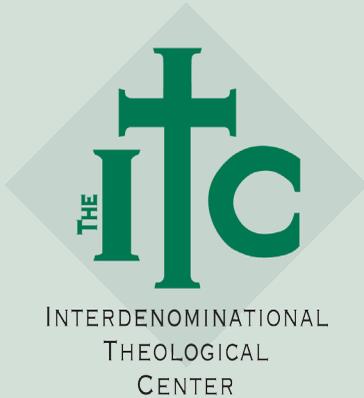
INTERDENOMINATIONAL
THEOLOGICAL
CENTER



HOUSING
HANDBOOK
REVISED 2017

MISSION STATEMENT

THE INTERDENOMINATIONAL THEOLOGICAL CENTER (ITC) IS A CHRISTIAN AFRICENTRIC ECUMENICAL CONSORTIUM OF SEMINARIES AND FELLOWSHIPS THAT EDUCATES STUDENTS WHO COMMIT TO PRACTICING JUSTICE AND PEACE THROUGH A LIBERATING AND TRANSFORMING SPIRITUALITY TO BECOME LEADERS IN THE CHURCH AND LOCAL/ GLOBAL COMMUNITIES.



“59 YEARS AND COUNTING”

VISION STATEMENT

TO BE THE PREEMINENT WORLD CENTER FOR AFRICENTRIC THEOLOGICAL ENGAGEMENT AND DEVELOPING LEADERS TO ADVANCE GOD’S MISSION OF LOVE, JUSTICE AND RESTORATION IN THE WORLD.

THE CONTENTS OF THIS HANDBOOK ARE GOVERNED BY THE CHARTER AND BYLAWS OF THE ITC. THE ITC THEREFORE RESERVES THE RIGHT AT ANY TIME TO ADJUST AND/OR CHANGE THE CONTENT OF THIS HANDBOOK. PLEASE CONSULT WITH THE OFFICE OF STUDENT SERVICES AS POLICIES ARE UPDATED AND PROCEDURES ARE ENHANCED. THESE PROCEDURES REFER TO REGULAR BUSINESS DAYS, EXCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS. ALSO, IT IS A RULE OF THE PROCEDURES THAT ANY MATTER ADJUDICATED IN ONE APPEAL CANNOT BE USED TO FORM THE BASIS OF A SECOND OR SEPARATE APPEAL.

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ITC Housing Office

The ITC Residence, Student Community Life Coordinator is part of the Office of Student Services and is responsible for management of ITC-sponsored residential community.

ITC Housing Staff

Residence and Community Life CoordinatorAngelecia Heath-McKenzie

Maintenance Staff Operations.....Ms. Hilary Roy

The Meaning and Symbolism of Sankofa



The concept of SANKOFA is derived from King Adinkera of the Akan people of West Africa. SANKOFA is expressed in the Akan language as "se wo were fi na wosan kofa a yenki." Literally translated it means "it is not taboo to go back and fetch what you forgot" (www.duboislsc.net)

Sankofa symbolized refers to the Akan people's quest for knowledge among the Akan and their awareness of the implications of this quest. It is based upon critical examination, intelligent and patient investigation (From "The Power of Sankofa" on www.berea.edu/cgwc).

"Sankofa" teaches us that we must go back to our roots in order to move forward. The symbol is based on a mythical bird with its feet firmly planted forward with its head turned backwards. Thus the Akan belief that the past serves as a guide for planning the future. To the Akan it is this wisdom in learning from the past which ensures a strong future (From "The Power of Sankofa" on www.berea.edu/cgwc).

This means that we should *reach back and gather the best of what our past has to teach us*, so that we can achieve our full potential as we move forward. It calls for critical examination of the past. Whatever we have lost, forgotten, forgone or stripped, can be reclaimed, revived, preserved and perpetuated. (www.duboislsc.net)

Visually and symbolically "Sankofa" is expressed as a mythic bird that flies forward while looking backward with an egg (symbolizing the future) in its mouth or as a stylized heart. (www.duboislsc.net) The Akans believe that there must be movement and new learning as time passes, but as this forward march proceeds the knowledge of the past must never be forgotten. (From "The Power of Sankofa" on www.berea.edu/cgwc).



DISABILITY ACCOMMODATIONS

The ITC is committed to complying fully with the Americans with Disabilities Act (ADA) for students and employees. Doing so examples an environment that delivers equal opportunity in matriculation for our students and employment for qualified persons with disabilities. All associated matriculation and employment practices and activities are conducted on a non-discriminatory basis. An external elevator is located Administrative Building (Building # 1) parking area. Internal lift and elevator are in the Classroom Building/L-Section (Building # 3) and James H. Costen Lifelong Education Building (Building # 10), respectively.

Statement of Non-discrimination

The Interdenominational Theological Center (ITC) does not discriminate based on gender, race, age, color, disability, gender identity or expression, genetic information, sexual orientation, religion, veteran status or national origin in the execution of its educational programs, activities, employment, daily operations or admission policies. “No person shall on the basis of sex be excluded from, participation in, or be denied the benefits of, or be subjected to discrimination from any of the ITC programs or activities.” (Title IX, part 86, Title VI, and Title VII)

Health Appreciation Directive

Health Insurance Portability and Accountability Act of 1996 (HIPAA), initiated by the US Department of Health and Human Services establishes standards, principally the *Standards for Privacy of Individually Identifiable Health Information (Privacy Rule)* for all institutions and/or entities subject to this standard as they engage in the access and review of medical information for persons receiving their services. The Privacy Rule standards addresses the use and disclosure of individuals’ health information as well as standards for individual privacy rights to understand and control the use of their health information.

Equal Employment Opportunity

In further support of the academic environment for the ITC student, the institution seeks to provide equal employment and advancement opportunities to all individual employment. Associated decisions at the ITC will be based on merits, qualifications, and abilities. The ITC does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, or any other characteristic protected by law.

The ITC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace among personnel and students are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Office. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Statements of Confidentiality

In accordance with Federal Educational Rights and Privacy Act (Sec.513 of P.O. 93-380), Education Amendments of 1974, which amends the General Education Provision Act, (sec.438), students of the ITC are hereby informed of the right of access to their official records as described in the act. ITC will comply with all applicable federal regulations, including the Buckley Amendment of 1994. FERPA was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. **FERPA** allow schools to disclose academic records without the consent to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other school to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties about financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena; and
- Appropriate officials in cases of health and safety emergencies.

Inspection provides student opportunities to resolve challenges, correct, delete, or update the content of maintained education records to ensure that they are not misleading, inaccurate, or include inappropriate information. To file a complaint with the U.S. Department of Education concerning alleged failures by the ITC to comply with the requirements of FERPA students may contact:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, DC 20202-4605

All services provided to students are confidential. A confidential medical record is established and maintained for every student receiving ADA accommodations via the Office of Student Services. The confidentiality of a student's record of

academic support via ADA is protected under the federal (FERPA), Georgia state law and/or ITC Policy, as applicable.

The policy of ITC is that information cannot be released or received without the student's written permission unless otherwise permitted under FERPA.

ITC CODE OF ETHICS

As a historically Black Christian Institution of higher learning dedicated to the development of lay and clergy leadership with a liberating and transforming spirituality, creating communities of justice and reconciliation on the local and global levels, we commit ourselves to the following covenant:

We commit ourselves to practicing and pursuing integrity in academic and professional excellence from the classroom to the office to the boardroom, through our use and allocation of time, talents, and resources; physical, intellectual, and financial.

We commit ourselves to maintaining and supporting mutual respect and integrity for ourselves, individuals and the community through our daily interactions with each other in the use of appropriate language and behavior.

We commit ourselves to acts of gender inclusivity.

We commit ourselves to the enhancement and nurture of appropriate needs of individuals and the community in ways that build up the healthy functioning of both.

We commit ourselves to respecting the diversity of ecumenical, theological, ideological and personal expressions of the various faiths and traditions found in our community.

We commit ourselves to celebrating and building upon the best of our African culture and heritage through our work and life together.

We commit ourselves to the pursuit of intellectual excellence through the open engagement of critical thought and debate and through the honest critique of each other's ideas and beliefs.

We commit ourselves to providing a safe physical and psychological environment for all members of the community regardless of one's race, color, religion, sex, national origin, age, sexual orientation, ability, or any other characteristic protected by law.

We commit ourselves to maintaining and providing services and physical resources and spaces which promote the mission and fiscal integrity of the institution, and which demonstrate appreciation and celebration of the gifts of others.

We commit ourselves to holding each other and ourselves accountable to adhering to the statements made in this covenant.

Student Rights and Responsibilities

ITC exists as a Christian Africentric ecumenical consortium of seminaries and fellowships that educate students who commit to practicing justice and peace through a liberating and transforming spirituality. ITC articulates its vision via an actionable transformative liberative spirituality that presses for free inquiry and free expression. ITC appreciates this way of delivering theological education as indispensable to it being the preeminent world center for Africentric theological engagement and the development of leaders in the church and local/global communities who advance God's mission of love, justice, and restoration in the world.

Any assertion of rights and freedoms by ITC for itself, its students and constituencies implies a willingness to assume associated responsibilities. The center, undergirds the consortium relationship, protects individual liberty and also expects the following from its students, faculty and administration: 1) Recognition of the primary academic purposes of the institution, 2) Respect concerns for the rights and freedoms of others, 3) Commit to the rule of reason in settling disputes, and 4) Affirm a sense of faithful praxis. The purpose of the delineation of rights, freedoms, and responsibilities that follows is to foster learning and the free exchange of ideas within this cooperative academic community.

It is understood that ITC students are adults. ITC supports student freedom and encourages them to make decisions. They are required to assume responsibility for and accept the consequences of their behavior. With self-governance comes an obligation to participate in a system of regulations conducive to learning, teaching, and protection of the rights, safety, and property of others, as well as ensure the orderly functioning of the Center. ITC developed these statements and descriptions of Student Rights and Responsibilities in environments conducive to education, development and community work for its students as it delivers its mission.

Student Rights

Student rights are civil, constitutional, contractual and consumer privileges which regulate student freedoms and the regulation of them for the purposes of exercising the best use of their education investment.

- Right to basic institutional facts prior to admission. Qualified persons and information sharing that intuit the needs of prospective students, as well as, expressed availability for answering questions that arise during inquiring, finalization of admission maintenance of matriculation and graduation.
- Right to ITC following its own regulations, policies, procedures and directive. This means that students have at their disposal persons who are knowledgeable and qualified to insure the accurate and appropriate development and disposal of regulations, policies, procedures and directives are in place for operation of the institution and the protection of all ITC students.
- Right to the fulfillment of promises made by catalogs, handbooks, advisors, student codes; as well as, verbal promises. Therefore, students have the right to be notified of changes in institutional catalogs, handbooks, regulations, policies; as well as, degree requirements.
- Right to access Center policy, regulations and statistical data which are published and readily available. Students can locate institutional statistics via appropriate website (DOE) and electronic bulletin boards that report significant institutional data for public sharing for the purposes of informed decision-making by prospective and continuing matriculants. This information can include but not limited to tuition, fees, net price of attendance, tuition plans, statistics including sex, ability, ethnic, transfer student ratios, degrees offered, enrolled and awarded, and transfer credits.
- Right to privacy in higher education. This privacy would be the same rights extended to the community at large. Student have the right to access their records, dispute record keeping and have limited control over release of documents to third parties.
- Right to a continuous tract during a period of continuous enrollment; therefore, student has the right to graduate so long as they fulfill the requirements as they were originally communicated; subsequently being notified of degree changes and impact upon her or him as a current matriculant.
- Right to learn from the instruction as instructor acts within departmental and institutional guidelines. This includes the right to an accurate course syllabus for each course. They reflect what was advertised. Accuracy is reflected in the following markers: there is a description of course and level of instruction, appointments for managing and covering course content at

- sufficient depth, policy statements that facilitate adherence to institutional mission, directives for achieving learning outcomes, uniformity across class sections, fair grading as referenced in institutional resources and procedures for resolving student concerns and complaints.
- Right to affirmative action which protects students from discrimination of any type. Student can also expect freedom from discrimination/harassment in the exercise of affirmative action; right not to be discriminated against based upon national origin; age and equal treatment of student groups; ability discrimination and/or dismissal. This the right to due process in disciplinary action. Student have the right to protection from sex discrimination/harassment in higher education; right to sex equality in the provision of and participation in student services and activities.
- Right to protection from injury on campus which include but not limited to physical, mental or emotional experiences or engagement. Students have the right to expect limited fiduciary care in ways there is demonstrated institutional care in service to the student's best interest; care regarding the safety of students; right to grievance filing process; right to protection from foreseeable crime on campus; protection from injury caused by other students.
- Right to protection from unwarranted search and seizure.
- Right to constitutional freedoms and protections in higher education; this includes right to free speech and association; right to free religious and unaccepted speech.

Student Responsibilities

Students are responsible for insuring their ITC email address is accurately operating. This is the primary means of communicating with ITC students. Students are also responsible for insuring their personal information is current in all offices responsible for communicating with them on behalf of the institution; this includes but not limited to Offices of the Registrar, Financial Services, Financial Aid and Student Services. Current information includes addresses, telephone numbers, and backup email addresses where appropriate. The institution assumes responsibility for maintaining accurate records and updating significant data points.

Students are responsible for being informed of and adhering to all institutional policies governing their admission and retention as a student of ITC. Therefore, students are responsible for understanding the policies and grading procedures

for all courses in which they are enrolled. Students who believe that they have been subject to unfair or discriminatory academic evaluation by faculty members are encouraged to discuss the matter fully with their instructor(s). Faculty should be prepared to explain the rationale for their grading. When a resolution is not possible through such informal discussion, students have the responsibility to learn and adhere to the processes for filing and following processes for communicating and resolving grading disputes and complaints.

Students are responsible for learning and operating within the governance structure of ITC. Students are responsible for knowing and operating within the framework and limitations of the institutional consortium agreement; therefore, being informed of the responsibilities of the denominational presence of which they are a member who in-turn is a member of the consortium. Student concerns and abrogations of student rights and responsibilities that are denominationally related can be informed by responsible persons within ITC governance. However, students are responsible for resolving these concerns and abrogation within the denominational outlines of the respective denominational directives and internal structures for such matters.

ITC students and student organizations are free to examine and discuss questions of interest to them and to express their opinions both publicly and privately. All constituencies are expected to take responsibility for their public expressions; anonymous expressions are inimical to the free and open exchange of ideas.

Student organizations are responsible for exercising intuition when bringing guest speakers that address issues and matters of interests to campus. These speakers are expected to complement the student academic endeavors. ITC develops procedures for orderly scheduling and presentation of speakers and other programs. Student sponsoring organizations in accordance with ITC policies and directives regarding speakers should clearly state in their publicity the name of the sponsoring organization. Sponsorship of a guest speaker does not necessarily imply endorsement by the sponsoring group or the college.

Student organizations are to make responsible use of the ITC logo and branding materials in the publicity of student events and activities. ITC develops policies and procedures for accessing and use of the ITC logo. Student sponsoring organizations use the ITC logo in accordance with ITC policies and directives. Use of the ITC logo implies institutional support of its students, their academic pursuit and faith action, as well as commitment to varying diversities which expand their seminal preparations for ministry and public service.

ITC students are responsible for their participation in institutional governance. All associated participations occur as active student commitment to the total wellbeing of the institution via student government organization and associated committee participation, as well as, the coordinated fiduciary relations associated with the denominational presences and student fellowships.

ITC students are responsible for knowing and exercising their civil rights within the institution and greater public communities. Therefore, students are responsible for their own actions, under federal, state and local laws. ITC supports student freedoms to recognize, articulate and consciously resist government decrees, ITC and its students recognize the rule of law and expect no special immunity due to student status or institutional presence.

ITC students are responsible for positioning themselves to graduate and become an alum of the Center and denominational presence of which she or he is a member.

Welcome to ITC Housing!

You made the right choice in choosing to live on campus while pursuing your academic goals. Research in higher education indicates that students who live on campus generally perform better academically, connect more with others in the community and become more actively involved in campus life, and graduate at a higher rate. ITC supports this type of academic engagement as the delivery of its mission; the education of Christian leaders for ministry and service in the Church and the global community. ITC housing functions as a practical environment which nurtures women and men in their commitment to and the practice of a liberating and transforming spirituality; academic discipline; religious, gender, and cultural diversity; while promoting justice and peace for all of its residents. The goal of housing management is promoted increase in overall student performance.

ITC residences, single efficiencies and larger apartments, houses approximately 30 residents who come from across the U.S. and countries around the world. Residential students are a part of the larger ITC community that often bring persons together with different backgrounds, inclusive of ethnicities, races, religious affiliations, sexual orientations, national origins, abilities, and etc. This richness in diversity makes living on campus great. Student living and interaction with persons who are different from themselves deepen each other's learning and facilitated interpersonal growth. It also increases our respective understanding of others, better prepares all of us for living and delivering the gospel in our increasingly diverse global world.

So, take the initiative to meet and become friends with someone different from you. You are certain to create lasting friendships and many memories. To that end, everyone who chooses to live in, work in, or visit our residential communities must understand that we will not tolerate any form of bigotry, harassment, intimidation, threat, or abuse, whether verbal or written, physical or psychological, direct or implied. Alcohol or substance abuse, ignorance, or humorous intent will not be accepted as an excuse. We will respond to such behavior in a manner consistent with our educational mission and our policies for behavior on campus and living in campus housing. Living on campus has benefits and responsibilities. As a residential student community member at ITC, we expect you to maintain your matriculation with a 2.25 or better GPA, to be responsible for yourself and accountable for the well-being of others. This guide contains policies, guidelines, and general information, as well as, tips for your safety. These are tools to help you understand the expectations of appropriate behavior and conduct of students matriculating at the ITC and those living on campus. Below are shared points for you transitioning into this campus residential community:

1. Learn and become familiar with the varying forms and locations of provided housing.
2. Build healthy and helpful relationships with other student neighbors.
3. Pay attention to frequent and/or changing patterns of safety in your community membership life, as well as, that of your neighbors and the surrounding area of the city.
4. Be alert to the opportunities for creating spaces for your educational and spiritual development, as well as, for you, your neighbors and the surrounding area of the city.

5. Be attuned to opportunities for wholesome relationship building with surrounding institutions of higher learning and the community surrounding the campus.
6. Be aware that we are located in the urban inner-city. Be alert to your safety and that of the whole community. There is zero tolerance for drugs weapons and any form of physical violence in residential housing or on the campus.

Again, we are so pleased that you are a member of the extended network in ITC housing! We have enthusiastic and well-trained staff that are always available and ready to assist you when you need us. So whether it is related to your personal well-being or academic success, inform us as to what we can do to help make your experience living on campus beneficial and conducive to student learning.

The Office of Student Services (OSS) has oversight responsibility with designated management responsibilities assigned to the Residence, Student and Community Life Coordinator. Housing assignments are made on a first come first served basis. Furnishings are maintained suitable to the space of efficiencies/apartments/dorms. ITC maintains a standard allotment of furnishings for its residences that are to be used in service to the student's educational progress. We contract with Masterworks to provide maintenance service. Housing sponsorship, maintenance and continual upkeep are delivered as reminders of the significant life's work undertaken via enrollment as a seminary student. It is expected that all residents conduct themselves and their guests in ways that are reflective of the mutual commitment of every resident and the institution to wholesome communal living.

ADA Housing Accommodations

ITC does not have the capacity to provide housing that is completely conducive to every need that is presented by any self-reporting student, as well as, those students necessitating ADA compliance relative to learning or physical challenges. However, present housing may be minimally adapted to the specific student needs and this is accomplishable on a case by case basis. Special needs must be self-reported by perspective students at the time of their application for admission. At this time the Office of Student Service will review the perspective student's request and determine if and how accommodations can or cannot be provided. Follow-up with the perspective student will be made through the Office of Student Services. All accommodations are supportive of baseline classroom provisions as indicated in the ITC course catalog and ITC Student Handbook for the purposes of every student's successful completion of coursework and subsequent graduation. As such, the operational intent of on-campus housing sponsorship is in line with all academic services provided for differently-abled students with equal access to education and opportunities so as to fully participate in community activities related to their respective academic pursuits. All documentation related to the existence of a disability is treated as confidential information. Full compliance and adjudication of the policies and guidelines of this policy rest within the Office of Student Services under the direction of the Associate Vice President of Students Services. Specific management and conduct of the policies and guidelines is the responsibility of the Residence and Community Life Coordinator.

Family Housing

ITC does not have the capacity to provide family housing; therefore, no children are allowed as residents in dorms, efficiencies or apartments. Short-term visitations maybe negotiated for parents with summer parental custodial privileges. ITC recommends that parents make other housing arrangements in order to meet these parental demands. ITC assumes no responsibility for parental exercise of rights.

Housing Application

Application for housing is processed by the Residence, Student and Community Life Coordinator. You will be cleared for your move-in once the application is complete and all financial arrangements have been made with the ITC Business Office. Included in your application is your statement of secured funding for on-campus housing. Notation of your satisfaction of all pre-moving in requirements will be noted on your contract agreement as means for securing your housing assignment with associated keys. A deposit of one month's rent is due at the initiation of the housing contract. The deposit is refundable at the end the use with allowances for minimally invasive damages and repairs to your occupied efficiency/apartment/dorm. As a note, allocation of housing is made based upon availability and first come-first served. Your physical moving-in is timely completed at your pace. You are responsible for the proper disposal of all packing materials, respect for current residents and your integration into the community.

Housing Contracts

Housing contracts are generally executed for the academic calendar (August to May). Summer housing contractual agreements are separately executed (June-August). Each of the agreements are continued and/or finalized at the beginning of each semester. Each new agreement requires the financial clearance for secured funding of your housing.

Housing cost coverage using financial aid is connected with active matriculation and GPA maintenance. If you are not in summer school, then you must pay in full for your summer on-campus housing at the beginning of the summer. If you are in summer school, then your financial aid is divided between three semesters of matriculation. Financial arrangements for three semesters of housing; Summer, Fall and Spring semesters must be made in May.

Temporary and permanent changes in your family status which affects your occupancy must be reported and negotiated with the Coordinator of Housing and Community Life. This becomes a significant concern relative to changes spousal/partnering and parental custodial agreements. Such changes may impact your housing need and usage.

Moving-In

When moving into your dorm or efficiency/apartment, you will sign for and receive your unit key will allow you to access your residence.

ITC housing will review your Unit Inventory Review with you either at move-in or shortly afterwards. This condition report indicates your occupancy of a dorm, efficiency or apartment. Inspect and review general condition of unit, as well as, inventory and condition of all included

furnishing and stationary items in the unit during your move-in walk-through. Make notations of anything out of the ordinary on your Unit Inventory Review. Examples include carpet stains, painting needs, wall damage, furniture scratches, etc. Be very specific with size, location and description. This is very important because at the end of the year, during your move-out walk-through, the housing staff will go through the unit to determine what repair and cleaning needs, as well as, replacement responsibility for wear and tear damage beyond. If you haven't marked these things on your RCR when you moved in, it is assumed that the damage occurred during your stay, and your student account will be charged. Please retain a copy of this report for your records.

Keys

Keys are the property of the ITC. Your possession of one is indicative that you have permission to occupy one of the seminary sponsored residences. It entitles you the privilege of occupancy of an associated residence for the purpose of your completing your matriculation through the curriculum while a student of ITC.

1. Loaning keys to another person is strictly prohibited.
2. All residents are expected to report to ITC housing regarding any lost or stolen key.
3. Any resident who has checked out or been issued a temporary key is expected to return it in a timely manner and to the appropriate staff members.
4. Residents are not permitted to duplicate or modify any ITC issued key.
5. Residents are not permitted to change and/or add locks to apartments or rooms.
6. All residents must return any and all seminary issued keys to the appropriate staff members upon changing or moving out of the residence hall or when changing rooms. If key is not returned \$75.00 will be charged to your account to replace key and lock.
7. If you lose your key a replacement is \$25 and payment must be received at time of request.

Your Dorm, Residential Efficiency/Apartment

What To Bring - Power outlet strip (14 or 12 gauge wire), cell phone, alarm clock, blanket, pillow and pillow cases, clothes hangers, desk lamp/floor lamp (No halogen bulbs) mattress cover, bed sheets, broom, mop and cleaning products.

Insurance – This instrument is highly recommended that you maintain homeowner or renter's insurance policy to cover your personal belongings while at ITC. If not, consider obtaining renter's insurance while you live in the residential efficiency or apartment. Renter's insurance is offered through most insurance companies at a reasonable rate.

Flashlight Headphones Lamps – Small first-aid kit with basic medicines. Posters, pictures, and removable poster mounting adhesive, CAT5 Ethernet cable under the bed storage boxes, laundry bag (should this heading be changed?)

Electrical Equipment and Lights/cords – Power outlet strip (14 or 12 gauge wire), must be in good condition and be UL certified. Halogen lamps and extension cords are not allowed on housing premises. Use energy saving light bulbs and power strips. The residences have limits on electrical systems. Overloading the circuits can result in tripped circuit breakers and present a fire hazard. Any damage caused by personal electrical equipment or misuse of the system is

the financial responsibility of the resident, including damage to the facility and/or other residents' personal belongings. Items with exposed heating elements are prohibited. This includes but is not limited to sun lamps, immersion heaters, and hot plates. Use surge protection power strips instead of extension cords. Surge suppressor equipped UL approved power cords are highly recommended for computer systems and other valuable electrical equipment. Do not rely on the integrity of the electrical system of the residences to protect your computer equipment. Irons must only be used with ironing boards and irons should never be left unattended. Space heaters are not permitted. Cooking outside of the kitchen is not permitted. Multiple outlet plugs that insert into an outlet are not permitted. Stereo equipment and speakers are expected to be appropriate for an educational environment.

Items prohibited – Prescription medicine not prescribed to you, illegal drugs, and drug paraphernalia. Pets (except fish), halogen lamps, candles, incense, open element cooking appliances, any weapons, weights over 25 lbs. Weight lifting equipment is permitted in apartments or rooms only if the total weight of any freestanding item does not exceed 25 lbs. Extension cords, multi-plug outlets, and space heaters are also not permitted.

Moving-Out

Please make the following preparations during the two weeks leading up to your departure when moving out of your unit:

1. Sign up for a check out appointment with the OSS
2. Prepare yourself and the unit for inspection by reviewing your copy of Unit Inventory Review. Be sure to indicate and date any maintenance changes or adjustments to the unit as a result of residential stay at the time they occur.
3. Insure that you have in your possession the assigned unit key.
4. Be informed of the scheduled semester or year-end move out date and arrange for the removal of personal items.
5. Perform final walk-through of your unit with Housing manager and sign final clearance for your move.

On your move-out day:

1. Remove everything from your dorm or efficiency/apartment. ITC housing is not responsible for abandoned items.
2. Completely clean the unit. Give attention to the bedroom, bathtub, sink, toilet, oven, stove, microwave, and refrigerator, mop all floors, etc., and return all furniture to its original location.
3. Return your efficiency/apartment/dorm key and mailbox key at the time of check out.
4. Complete change of address form in the ITC mail room in order to forward your mail to your new residence. Insure change of address information is on file in the Office of Financial Services.

Non-returning Residents/Graduate Move-outs

All non-returning residents and/or graduating seniors must properly move out within three (3) days after their last final exam. Graduates must be completely moved out in order to receive their diploma after Commencement. In order to check out properly, you must schedule an appointment at least 48 hours in advance of your final exam with Resident and Community Life

Coordinator and have your room fully vacated in time for your scheduled appointment. Failure to check out properly may result in being charged a \$100 improper checkout fee and an additional \$50/day late stay fee.

ITC-Supported Housing

ITC student housing is committed to intentionally educating the whole person/student. This includes the development of the community that begins in the classroom and extends to library and computer lab, as well as, opportune group meals. Policies and practices are structured to promote open dialogue, intellectual curiosity, fairness in our speech, and an appreciation of the diversity that strengthen residential living. This seminary environment is sometimes challenged by the very characteristics that characterize it as being interdenominational. However, we strive to foster an atmosphere of positive engagement and mutual respect for our denominational doctrinal positions and collegiality. Therefore, anyone who chooses to live in or visit our communities must abide by housing policies. All activity and behavior within the residential community is also expected to consistent with state and federal law. These commitments insure the internal residential community of the ITC accomplishes its mission.

Resident Bill Of Rights

Thoughtful consideration and common courtesy among neighbors are essential to your enjoyment of life in ITC housing. As a resident of ITC housing, you are entitled to the following basic rights:

1. The right to read, study, and sleep without undue interference and unreasonable noise from your neighbor's residence.
2. The right to live in a clean and functional residence.
3. The right to expect that guests will respect your personal belongings.
4. The right to a redress of grievances and seek the aid of supervising staff in resolving conflicts.
5. The right to free access to your residence.
6. The right to personal privacy and control over your personal belongings.
7. The right to be free from fear, intimidation and physical and/or emotional harm.
8. The right to be respected by ITC housing staff and peers.
9. Entertain guests when it does not infringe upon individual housing or dorm community rights, or conflict with housing policy.
10. Be afforded due process.

You can help ensure that these rights are honored by keeping open lines of communication. The ITC housing personnel supported by administrative, maintenance, and security personnel are available to help you with all of the above for we believe that respecting each other's rights is the foundation of a positive living environment.

Student Housing Responsibilities

1. It is your responsibility to always leave your residence in a manner that is reflective of your respect for the property of the institution and reflective of healthful care for self.
2. It is your responsibility to not engage in activity in the privacy of your residence that reflects poorly on your character and standards of maintenance.

3. It is your responsibility to maintain a personal environment that is conducive to you successfully negotiating and eventual completion of your matriculation as a graduate of ITC.

Please insure to update your emergency contact information and special needs notice(s) are accurately recorded and on-file in the Office of Student Services.

Community Covenant Relations

Please give your immediate attention to the following covenant responsibilities as you read the full guidelines and policy: ITC housing supports the seminary educational opportunities. All activities within the confines of the residential community and the larger campus are engaged as supportive elements. Residents must be currently matriculating students with a maintained 2.25 or better GPA. Failure to maintain one's continuing matriculation through course and financial stability places the student under review and is subject to losing the opportunity of residency. Please forward all questions to Residence, Student and Community Life Coordinator, Angelecia Heath-Mckenzie at ahead@itc.edu.

Guest/Visitation

We allow the minimal 24-hour visitation for guests. You may have overnight guests visit in your residence for up to three consecutive nights. All housing accommodations have a maximum occupancy based on size. Be sure to know the limit for your assigned unit. *Cohabitation is not permitted except for those circumstances stated and negotiation at the initiation of the housing contract.*

Budget Planning for Housing

All residents can participate in a process of active and demonstrated financial planning and budget review through the Office of Student Services. This planning process is initiated at the time of application for admission. True cost of tuition, fees and living are available in the Office of Financial Aid (Costen Building, Room 107) and on the ITC Website under the Financial Aid drop-down tab. is processed the Business Office (Costen Building, 4th Floor). Finalization of cost of enrollment and the settlement of accounts are completed in the Business Office during each semester. The outcome is to insure students have adequately planned their funding for cost of course matriculation, housing, books, food and general living.

Noise/Quiet and Courtesy Hours

Quiet hours are from Sunday-Thursday 10:00 PM – 8:00 AM and Friday and Saturday 1:00 AM – 10:00 AM. During quiet hours, noise should not be heard between, efficiencies/apartments/dorms or between the common areas and living spaces to the extent that is humanly possible. During final exams, quiet hours are in affect 24 hours a day. Courtesy Hours are in effect 24 hours a day, seven days a week and you are expected to comply with the reasonable requests from your community.

Disruptive Behavior and General Disturbance

ITC will not tolerate harassment, a hostile environment, words or actions that are deemed threatening, and/or aggressive advances towards self or others in the housing community. You and your guest(s) must comply with reasonable requests of any ITC officials. Weapons (real, decorative and toy/fake) are not allowed. This includes water, airsoft, pellet, and paintball guns among others.

ITC will not tolerate use of alcoholic beverages on any of its premises. ITC is a generally safe zone for all of its constituents. Therefore neither residents nor their guests may possess, use, distribute, sell or manufacture illegal drugs/narcotics.

ITC is a smoke-free community and therefore smoking is prohibited on campus – If you choose to smoke please go off campus.

Solicitation in all forms, from door-to-door and flyers are prohibited within the community. Posting notification of residential community activities may be posted in the community after approval through the Office of Student Services (OSS). Information flyers must be reflective of recognized student organizations and activities. These postings too must be approved through the OSS.

Keys and Identification

Housing keys must remain in your possession at all times. You cannot lend or borrow a key to enter any dorm room, efficiency, apartments and residential building. If you lose your key a replacement is \$25 and payment must be received at time of request. If the lock needs replacing due to your negligence you are liable for the lock as well.

All residents must have their ITC identification at all times. Residents are expected to produce their badge upon request by ITC security and/or other administrative personnel as a measure of maintained security.

Basic Maintenance Concerns

Please report all other maintenance needs to Housing and Community Life Coordinator. Basic trash removal and healthy hygienic care for your respective unit, as well as, communal contribution to such maintenance is your responsibility. You are responsible for all subsequent care of your unit after move-in. Empty boxes, crates and alcohol containers may not be used as decoration or as collectibles. Nothing can be hung from the ceiling in the residence. Halogen lamps and extension cords are not allowed.

Fire and Safety

Fire Safety and Security within your unit must be maintained via upkeep of all smoke detectors. Candles, incense and items with open flames and/or exposed heating elements are not permitted. Tampering with and misuse of any fire safety equipment is a criminal offense under the laws of the State of Georgia and City of Atlanta. Residents are expected to participate in evacuation drills with documentation of those residents who fail or refuse to participate.

Emergencies

Please contact the on-call ITC security officer (404) 527-7797 in case of all in-home and community emergencies.

Facility Services Guide

This facilities services guide will assist you with a good understanding of what you can expect from our staff while living in the ITC housing. There are included handy tips for you to follow in maximizing services and to minimize energy waste while maintaining a healthy, clean and comfortable lifestyle as you journey through your ITC seminary experience. Please let us know how we are doing when you see our staff working to maintain the efficiency/apartment.

Personal Property

The ITC is not liable, directly or indirectly, for the personal property of residents and guests due to loss by theft, damage by fire or water, or any other cause. Residents are encouraged to purchase personal insurance (renter's insurance) to cover such incidents. Residents are urged to keep bedroom and apartment doors locked at all times.

Residential Maintenance

The maintenance & operations teams are on-site Monday – Friday, 8:00 AM – 5:00 PM. Office of Student Services, Residence, Student and Community Life Coordinator works cooperatively with Maintenance to ensure that all housing facility concerns are resolved in a timely manner. Residents are to contact the on-call security officer for emergency assistance in your residence.

The maintenance and operations staff provides routine and emergency maintenance and housekeeping services to ITC residents. They normally work only in the public or common areas of the ITC residential community. Maintenance staff work only in the private areas within unit housing when responding to work orders and emergencies, conducting walk through/checks, or participating in tours. Notification will be given to residents when maintenance and operations staff enters private residential areas.

ITC Security

ITC Security officers are responsible for the general security and safety of all housing community residents. This is initially accomplished via their performance of regular tours of all ITC facilities including security review and walk-through of the common areas of the residential community. They are often the first responding institutional contact in cases of emergency and therefore ready to provide support and informed guidance during times of crisis. They enter and supervise reduction of the crisis in the public or common areas of the ITC residential community. Their entry into private areas of unit housing is for the purposes of further reduction of the crisis. Notification of the expediency of their entrance into the private areas will be given to residents after such occurrences have taken place because the resident member of the community was absent and unable to give consent at the time of the occurrence.

Lockouts

Lockouts occur when student resident requests assistance with access to their unit because their key is lost, broken or stolen. Student residents are to request assistance from the Resident and Community Life Coordinator and Security for after-hour service. If your keys are stolen, you must file a police report and bring a copy of the report to the Residence and Community Life Coordinator.

General Amenities

Laundry facilities with washers and dryers are located in the laundry rooms for residence buildings. If there are any problems with the machines, please submit a work request through ah Heath@itc.edu. Detergent, fabric softener and other laundry supplies are not available.

Lost and Found items are held in the OSS for up to 15 days. If you believe an item was stolen, report it to the ITC Security immediately. ITC assumes no responsibility for abandoned, lost, or stolen items. Renter's insurance is highly recommended.

Trash removal from all units is the responsibility of the residents. All reasonably sized trash items may be placed in the trash dumpsters. Disposal of items that are too large for the dumpster is your responsibility and should not be left out on ITC property.

Vending service machines containing snacks and beverages are located in the lobby of the James H. Costen Building and the student area in the basement of the Classroom Building. Residents should use these machines with care and report problems by notifying the Business Office. Tampering with or causing damage to a vending machine is prohibited. Refunds must be obtained through the Business Office.

WI-FI connections are available throughout the campus. Passwords are provided at the onset of student enrollment.

Robert W. Woodruff Library

The Robert W. Woodruff Library services all of the AUC schools. Library hours are subject to change during interim and holiday breaks throughout the year. Visit www.auctr.edu to verify scheduled hours of operation, call 404.978.2060 (9:00 AM - 5:00 PM on weekdays) and 404.978.2073 (after 5:00 PM and on weekends). The ITC Librarian is Brad Ost, his contact information is 404.978.2068 and bost@auctr.edu.

MARTA

MARTA is metro-Atlanta's public transportation system with north-south and east to west lines. It immediately connects both the ITC and AUC campuses with central downtown Atlanta (Five Points) and Hartsfield-Jackson Airport. It's lines connect travelers with many area shopping malls/plazas and movie theaters including and beyond those located at the West End, Lenox, Phipps, and Perimeter, as well as, the Woodruff Arts Center and High Museum, The closest station to ITC is Vine City 502 Rhodes Street, NW.

MARTA trains run approximately every ten minutes on weekdays, and are slightly less frequent at off-peak times (evenings) and on weekends. Schedules, fare pricing and all other MARTA information is available on line at <http://www.itsmarta.com.or> at all MARTA train stations

AUC Shuttle

AUC Shuttle is the public transportation system for the Atlanta University Center. Students, faculty and staff can enjoy both safe and convenient transport between the Library, campuses and surrounding MARTA stations. A valid Atlanta University Center member institution ID is required to ride the shuttle.

There are two routes running continuously. The Southbound Route starts at Vine City MARTA station, stops at all campuses and the Library, and ends at the West End MARTA station. The Northbound Route runs in the opposite direction, starting at the West End MARTA station and ending at the Vine City MARTA station. Passenger pick up and drop off are limited to designated stops.

During the fall and spring semesters, with the exception of break periods and holidays, the shuttles operate every hour the Robert W. Woodruff Library is open. The shuttles do not operate when the Library is closed. The final shuttle of the day leaves the Library 10 minutes after day's scheduled closing time. Shuttle email contact information is shuttle@auctr.edu.

Satellite TV

ITC does not provide Cable or satellite television service.

Routine and Minor Maintenance

General maintenance includes all the upkeep of the property which lead to healthful and safe living within the community. The Housing Office will schedule regular intervals for pest control and other maintenance inspections. Your space, your privacy, and your belongings will be respected at all times. Reciprocal respect for the workers, other community residents, the residential property in general and the institution as a whole is expected. Please inform us as you are curious about what products we use, how repairs are made, health or safety issues you hear about in the media. Also, inform the Residence, Student and Community Life Coordinator (404.527.5725) regarding any interest in any aspect of facilities management? We will find an answer, refer you to the best person and/or other resources.

Routine maintenance problem resolutions include: dripping pipes, clogged sink/toilet, clogged shower/tub, condition of furnishings, and/or windows stuck. Routine problems submitted during the week will normally be addressed within 2 business days. Weekends and Holidays are the exception. Minor maintenance problems are addressed as quickly as possible. However, during high volumes of requests and dependent upon the urgency of other requests, response time may vary.

General Maintenance Emergencies

Emergency requests will be addressed using the first available staff or within the same day. Emergency Problems include: loss of power, water, electricity, and flood.

1. You will be notified of all emergencies affecting institutional operations, the housing community and individual residents. Directions for follow-up will be included so as to insure your safe negotiation of all emergencies.
2. Please insure that current contact information is on file in the OSS. Regularly check your ITC email to insure it is operational and password is up-to-date. Your ITC email is the institution's primary means of contact for all students, staff, faculty and administrative personnel should the need arise.
3. Almost every utility outage to an efficiency/apartment should be restored within a few hours. However, some interruptions or combinations of problems may affect the continual supply of a utility. Please ask the OSS for updates.

Maintenance Requests

Written maintenance request help us to contact you, and follow-up with the person who is most affected or has the best information when describing what's wrong. Maintenance and operation staff personnel will contact you in three (3) days. Fires and medical emergencies should always be reported directly to 911 then Campus Security at 404.527.7797.

Do not assume that someone else reported problems in public areas. Take the time to request work for problems you see. Common areas are all part of your home away from home. When requesting work for public areas, you can help us by providing the room number and/or location.

All maintenance requests are time-sensitive. All maintenance requests are documented. Housing Office personnel will make contact with the maintenance staff. Direct response time coincides with the urgency of the maintenance request. Once a manager approves your request and assigns it to maintenance or operations staff, you will receive an email with your work order number. Please keep this number handy when contacting our office about the status of your request.

What to Expect When Making a Maintenance Request

You can expect timely response. Provide enough details to help the housing and maintenance staff, who will receive and process your request to understand as much as possible about the problem and determine the urgency of the request before they arrive.

Only one submission is necessary to report a problem. Repeated short-termed reports for the same problem overloads and slows down the system for responding to problems. Residents must report problems which require immediate attention that arise during evening and weekend hours directly to security.

By making a request, you are giving implicit permission to enter your efficiency/apartment. We have a responsibility to maintain our efficiency/apartment year-round and we will enter residential units to fulfill these duties -sometimes without notice.

Every effort will be made to minimize this inconvenience. Also, we train our staff to understand that private living spaces may only be entered for cause, almost always with a work-order or in response to emergencies. When we know that inspections or preventative maintenance must be conducted while the efficiency/apartment are occupied or over semester breaks, we will post notices advising residents of our intent to enter their residential units.

There may be times when we have to enter your unit, and there is a need to return to complete the job. Staff will use their "I was here" note to leave behind on your room door or in your unit to let you know why we were there.

Our staff will knock and announce themselves as "Maintenance." They are to personally identify themselves when asked. They are also instructed to leave the space in the condition it was found, cleaning and clearing any debris created as the result of the completing the maintenance order. They are able to answer any questions you may have regarding the work and its timely completion. They will lock the door, even if the door was not locked upon their entrance.

As a reminder, every effort is made to insure your unit is move-in ready. Before you check into your unit, minor projects for completion by the maintenance staff may be on short-term back order. Note these back orders on your Unit Review Report Document their completion at the time of the work and maintain copies as part of your move-in record because these maintenance request(s) were submitted prior to your arrival. Maintenance employees will arrive to repair something that you did not submit. As part of the RCR, they will provide you with the reason for their visit prior to entering your unit. If you are not home at the time, they will leave notification that they were in your unit and the work that was completed. Please see

the Coordinator of Housing and Community Life to update your Resident Condition Report indicating that work has been completed.

Delayed Services/Deferred Service

Due to the nature of service requests, we may not have the necessary part or supply in stock. We make every effort to keep ample supplies in stock to avoid such problems. Additionally, work may need to be coordinated between work crews or scheduled sometime in the near future to avoid disruptions to residents.

Some repairs are deferred and so it may appear they are never corrected. This could be our choice (example: replace tile in the summer when the residence hall is less occupied) or your choice (space really needs painting, but you would prefer we wait until you move out). If you have questions about repairs that have not been fulfilled, please contact OSS.

Heating and Air Conditioning

The heating and air conditioning systems in ITC housing are balanced for maximum comfort. You only need to adjust the thermostat to get the room temperature to what is comfortable. Just remember that you are entitled to comfort. Extra energy consumption leaves less for our future, so please keep this in mind.

Be advised that your heating and air conditioning units will not be as effective if your windows are opened. This is particularly true in warm weather during conditions of high humidity. Opening your windows in the “cool of the morning” will flood your room with moisture saturated air which is difficult for your HVAC system to remove. As a result, it will take several hours from the time you close your window (after it starts getting warm) for your air conditioning unit to return your room to a normal comfort level.

Periodic filter changes are scheduled for all residences on campus to ensure the proper functioning of the heating and air conditioning unit. Please assist this operation in allowing access to the unit during the residence scheduled time period. Housing Staff will be posting information one week in advance of the time they will be doing the filter change.

Flood Clean-up

Flooding unfortunately might happen due to lengthy or inappropriate use of appliances and unit fixtures. In such instances after a flood, we will remove water from floors in common areas and residential spaces to prevent mildew and damage to floor tile or personal property. Residents will be notified if maintenance or other operation support persons will need to enter residential space(s) to determine the extent of flooding and extract the water. We will use necessary equipment and outside vendors to assist in clean up. Instructions will be provided regarding rugs and carpeting that may remain somewhat damp to walk on and need a few days to air-dry. Regardless of the flood's cause, ITC assumes no responsibility for damage, or odors from rugs regardless of cause of flood. Personal renter's insurance is strongly recommended.

Vandalism, Graffiti, and Pranks

Every resident has a responsibility to treat property with respect and to abide by the community living expectation that unwarranted damages and destruction of property shall not be allowed nor tolerated. Not only do the cost of repairs and replacements caused by pranks, vandalism, and graffiti affect everyone's bill, it reflects negatively upon everyone who allows it to continue. Residents have a responsibility and obligation as good neighbors to report negligent behavior by others so that appropriate disciplinary action and financial remuneration can be made. Please note that repairs to damages in common areas will be split amongst all residents in the community if no one accepts responsibility.

Housing staff will attribute damage and vandalism charges to the individuals responsible, but when we cannot, members of residences hall may be charged equally and collectively for any damages. Residents will be required to share (collective liability) the cost of repair or replacement of property in common areas when such repairs are determined to be vandalism or above and beyond normal wear and tear.

ITC housing will determine damage and cleaning charges. Repair or replacement will be accomplished at the sole discretion of ITC housing. It is our hope that affected residents will provide information to Housing staff in order to assign these charges to the individual(s) responsible. There are no appeals of a Collective Liability charge. Failure to pay damage charges will result in a "hold" being placed on the student's account (preventing registration and grade reports, diploma and transcript receipts).

We paint resident spaces as needed. Residents are not permitted to paint their own spaces. (Whether on drywall or cinder block, the use of commercially available adhesive wall putties (such as Hold-It) virtually guarantees not to mar paint finishes or drywall surfaces and to avoid possible charges for wall damages.) Residents may not drill into walls. Surprisingly, most double-sided foam adhesive tapes are difficult to remove, can damage paint, and must be avoided. If you are not sure, ask your Housing Manager what is appropriate. Bottom line: your unit and living areas must be returned in the same condition you received them or you will be billed for anything other than normal wear and tear.

Beds and Other Furniture

Residents are to ensure that beds and other furnishings are properly setup and installed in your unit. Residents are also to ensure that the ends of furnishings are properly placed and secured at the same level in the appropriate position and the rear stabilizer bar is properly installed. All assigned furniture must remain in your unit. You may not remove assigned unit furniture to an off-campus storage facility.

Room Search

The ITC housing staff reserves the right to enter apartments and efficiencies in accordance with the Housing Contract. Residents' apartments and efficiencies may be legally searched with cause by civil authorities. Authorized law enforcement officials must present a court order or duly ordered search warrant to the Director of ITC housing or designee.

Room Change

Residents may submit a request for a room change prior to occupying the efficiency/apartment. After occupancy, the Coordinator of Housing and Community Life will assist residents with the administrative task of completing the room change. If the request is approved, the resident must move to the new assignment during the time frame specified in the notice (typically 48 hours). ITC housing makes every attempt to accommodate resident needs, but does not give the resident the right to occupy a specific room. Residents who change rooms without receiving written notice, will be assessed a \$200 improper room change administrative fee.

Damage Billing Schedule

According to your Housing Contract, you are responsible for the condition of your room and any shared spaces after you sign your Resident Condition Report (RCR). We work hard to attribute cleaning, repair and/or replacement costs to the responsible resident for damages. A list of items and the associated costs to repair or replace them are here included. The cost also includes an administrative fee associated with the damage billing. Please see appendix.

Community Living Guide

Community Living Standards

These housing guidelines undergird a general educational assumption that communal living is beneficial to student matriculation and personal development. It is believed that experiences associated with communal living support integrative learning and strengthening of cohort relations. The cohort learning model is integral to the individual and corporate seminary learning processes at the ITC. Therefore, it is expected that all residents live in the ITC community in ways that support each other's academic endeavors while integrating the praxis of their faith. Community living standards are undergirded by the Student Handbook and serve the ITC mission.

Alleged violations of a Community Living Standards are adjudicated through the AVP Student Services. The following student judicial process will occur:

1. A resident will be notified of the alleged community living standard violation via a campus email and delivered by the Residence, Student and Community Life Coordinator.
2. A due process meeting will be held with the resident, the Residence, Student and Community Life Coordinator and the AVP of Student Services.
3. The resident will have an administrative hearing with the AVP Student Services (or designee).
4. If the resident accepts responsibility or is found responsible, an appropriate sanction is issued.
5. An appeal of the sanction may be made by following the instructions in the sanction letter.

Guest/Visitation Policy

Any person that is not a current resident, a ITC housing staff member, representative of ITC on official business or a contractor doing official business on Housing premises is considered a guest/visitor. A resident visiting outside of ITC housing is also considered a guest. As a result, they and you may be held judicially responsible as a resident and/or guest. Guests who are in violation of our policies may be subject to being escorted off the property and receiving a Criminal Trespass Warrant (CTW) or being arrested by APD. Below lists our official policies and procedures related to guests of ITC housing.

1. You are responsible for your guest's behavior. Residents will be held judicially and financially responsible for the actions of their guests. Guests can be denied visitation for legitimate reasons.
2. Apartments/Efficiency has the following maximum guest occupancy capacities (these occupancy numbers include residents of the apartment).

Apartments – 3 people 1 bedroom apartments

Efficiency – 2 people

3. ITC housing allows 24-hour visitation for guests, but does not permit cohabitation. Residents may have overnight guests stay in their room for up to three consecutive nights within a seven-day period. Guests may only stay overnight for a total of six (6) nights in a calendar month, regardless of the host. Additionally, each resident may ONLY host guests overnight for a total of six (6) nights within a calendar month (e.g., 6 nights in the month of October).
4. Additional restrictions may apply during certain times of year when heightened security is necessary to protect the ITC residents and residence. Examples of such events include citywide events or events that greatly affect Housing and surrounding area and events which create crowd control concerns. All residents are expected to comply with temporary policy additions during these times.

Noise/Quiet and Courtesy Hours

As a part of ITC, ITC housing is an extension of the academic environment that exists on campus. During quiet hours, noise should not be heard between efficiency/apartment to the extent that is humanly possible given the community design of the facilities. Quiet hours apply to the entire complex including the grounds. Noise, conversations, or music from the grounds should not be heard by or disturb residents in their efficiency/apartment.

To support this living and learning environment, the following quiet hours are enforced:

Sunday-Thursday 10:00 P.M. – 9:00 A.M.

Friday and Saturday 1:00 A.M. – 10:00 A.M.

Final Exam Period 24 hours a day

Courtesy Hours are in effect 24 hours a day, seven days a week. Residents are expected to comply with the reasonable requests of fellow residents or Housing staff members and go about their activities in a quieter manner.

Audible amplification (electrical or otherwise) of any musical instrument is not permitted within the residence. Headphones are recommended when using equipment that may be disruptive

to others. With the exception of Housing sponsored or approved events, noise, music, or activities on Housing premises should not be so loud as to disrupt other residents. Music should not be played at a level where it disturbs other residents or be heard from the hall way or outside of the residence. Residents are expected to communicate with their neighbors and discuss unacceptable noise behavior prior to contacting an ITC housing staff member to address the violation.

Activities Resulting in Disturbance, Distress or Damage

Non-compliance – Residents and their guests must comply with reasonable requests of an ITC official. Compliance with requests will help staff and law enforcement to identify potential threats to the safety of the ITC housing community. Providing accurate and complete information, showing your identification, key, reducing noise levels, , or leaving a location are examples of official requests and is expected. In addition, residents are expected to comply with any reasonable requests made by another resident. As a member of a community, the rights and compelling interest of the community outweigh those of the individual.

Disruptive Behavior – ITC will not tolerate anyone who harasses another individual, creates a hostile environment, uses words that are deemed threatening (including but not limited to excessive profanity), and/or makes aggressive advances towards others. Such behavior may result in immediate interim suspension from Housing.

Harassment – ITC housing is a diverse community comprised of a myriad of cultures, lifestyles, thoughts, and perspectives. In order to maintain a comfortable environment that both respects and celebrates this diversity, harassment of any kind will not be tolerated. Any form of activity, whether covert or overt, that creates a significantly uncomfortable, threatening or harassing environment for any resident or guest will be handled judicially. Such activities would include, but are not limited to, physical actions, verbal remarks, ethnic slurs, threatening or harassing notes or postings (including electronic communications and voicemail systems), publicly telling offensive jokes, and repetitively making unwanted advances/conversation toward any person whether sexual or otherwise. Such behaviors or actions may result in immediate interim suspension from Housing, Housing Contract cancellation and/or full academic suspension from the University.

Physical Assault/Violence – Physical violence or the threat of physical violence is not tolerated in the Housing community. Fighting may result in immediate interim suspension from Housing, Housing Contract cancellation and/or full academic suspension from the University. Putting one's hands on another individual without that individual's permission is unacceptable. Residents are expected to avoid physical confrontations. Residents should leave the area and report any physical threats or confrontations immediately to the Police.

Dorm and Apartment /Efficiency Responsibility

Residents are encouraged to personalize their dorm or efficiency/apartment. To ensure the safety of all residents and to protect property, residents will adhere to these standards:

1. Residents are responsible for any activities or damages that occur in their dorm/efficiency/apartment when it can be reasonably shown that the residents knew or should have known that the inappropriate activity or damage occurred. This includes activities or damages caused by guests of residents.
2. Residents are responsible for keeping their efficiency/apartment clean, free of trash and in a general hygienic state. Bathrooms are to be cleaned and maintained by the residents of the dorm/efficiency/apartment. If at any time a staff member feels that a dorm or an efficiency/apartment is not meeting basic cleanliness standards, the occupants of the unit will be given 48 hours to rectify the situation.
3. Residents are responsible for correctly moving out of their dorm/efficiency/apartment at the end of the year or at any point in time when they are no longer considered a resident of the ITC residential community.
4. Residents are responsible for ensuring their dorm/efficiency/apartment is in compliance with all procedures used during academic breaks or when vacating. Further information regarding break procedures will be communicated in advance of the break.
5. Residents are permitted to decorate their dorm/efficiency/apartment; however, they are responsible for any damage caused by affixing items to the doors and/or walls. ITC housing staff reserve the right to limit what items may be posted. Items should be appropriate and in good taste. To hang something on a painted surface use of an approved product must be used on painted surfaces when hanging to prevent damage. Wallpaper, nails, non-approved adhesives, tape, and stickers are not to be affixed to seminary property. Please do not make holes in walls.
6. Removal of or blocking of door peepholes is prohibited.
7. Residents must complete the proper steps (e.g. submitting the request, receiving official permission, etc.) to move from their assigned dorm/efficiency/apartment to another unit.
8. Occupying dorm/apartment/efficiency space outside of the housing contract period is prohibited. This includes failure to vacate the apartments when they are closed.
9. ITC furniture must remain in the apartment at all times. ITC housing cannot store apartment/ efficiency furniture to make space for personal items or furniture.
10. Any personal items or furniture brought in to the efficiency/apartment must be removed upon checkout.
11. Painting and spray painting is not permitted.
12. The construction of lofts is not permitted. Any form of bed/furniture elevation that involves non-ITC housing furniture, or attachments to ITC housing furniture is considered a loft. Elevated beds must be returned to their intended position (the non-elevated height).
13. Mini-blinds are provided for privacy and uniformity. Window displays that can be viewed from the exterior of the residence hall are not permitted. Even in high-rise residence, people on the ground can see into windows, and residents within Housing can easily view activities occurring in other rooms within the residence. Be mindful to keep mini-blinds closed when you desire privacy. It is expected that residents will display appropriate discretion with public displays while living in the residence.
14. Nothing in a student room may break the plan of an open window. No body part or no objects may project or extend past the plan of an open window.
15. Door decorating/posting on common area apartment/ efficiency doors must be considered acceptable for public display.
16. Weightlifting equipment exceeding 25 lbs. is not permitted.

17. Empty alcohol containers may not be used as decoration or as collectibles in ITC housing facilities despite a resident's age.
18. Stereo equipment and speakers are expected to be appropriate for an educational environment.
19. Pets/animals of any type are not permitted in any efficiency/apartment or any area inside or on Housing premises. The only exception is fish in proper aquarium facilities (10 gallon tank maximum) and service animals. The owner/animal control will immediately remove animals found on the property.
20. Waterbeds, water guns, water balloons (or any item that holds more than 10 gallons of water) are prohibited.
21. Objects thrown from windows of residence can cause severe damage; therefore, nothing may ever be thrown or hung/suspended from a window, or set on a window ledge.
22. Screens are not to be opened or removed. Residents will be charged if screens are removed or missing.
23. Residents are prohibited from climbing in or out of a window.

Fire Safety, Security and Equipment

1. All residents are expected to comply with evacuation procedures. Failing to evacuate the residence hall during an emergency or when directed by housing staff or fire department personnel is prohibited and a violation under the State of Georgia and City of Atlanta laws.
2. Tampering with any fire safety equipment, including, but not limited to: pull stations, alarms, fire extinguishers, exit lights, smoke detectors and sprinkler systems is strictly prohibited and is a criminal offense under the State of Georgia and City of Atlanta laws.
3. Tampering with or damaging mobility and hearing impaired equipment (i.e. door knockers, bells, lights, door arms, etc.) is prohibited.
4. Candles, incense, items with open flames and exposed heating elements are not permitted.
5. Artificial and live trees are not permitted in residence. Decorative lights may be turned on only when a resident is in the apartment.
6. All holiday decorations must be removed within seven days after the holiday.
7. Synthetic and natural materials will burn rapidly. These materials may not be used as a decoration against a wall. No material may ever be hung from a ceiling.
8. Halogen lamps and extension cords are not allowed on Housing premises. Use energy saving light bulbs and power strips / surge protectors. All lights/cords must be in good condition and be UL certified.
9. The residence has limits on the electrical systems. Overloading the circuits can result in tripped circuit breakers and can present fire hazard. Any damage caused by personal electrical equipment or misuse of the system is the financial responsibility of the resident, including damage to the facility and/or other residents' personal belongings.
10. Residents are permitted to bring microwaves as they are not provided by ITC housing.
11. Privately owned air conditioners are not permitted. Window fans are discouraged and should only be used when the resident is present.
12. Irons must only be used with ironing boards and irons should never be left unattended.

13. Space heaters are not permitted.
14. No weapons, decorative or otherwise, are permitted in ITC housing facilities.
15. All cooking is limited to the kitchen.
16. Multiple outlet plugs that insert into an outlet are not permitted.
17. No person may take property belonging to the ITC, ITC housing, any resident, student or visitor. Residents are expected to return found items to the ITC Security or the OSS. Residents found in possession of items reported as lost or stolen are subject to charges of theft regardless of manner of acquisition.
18. The accidental, willful or intentional destruction, misuse or abuse of Housing property or the personal property of other residents is prohibited.
19. Residents are expected to remove their own trash from the residence using the provided trash dumpster.

Alcohol/Drugs and Abuse/Inappropriate Use of Prescription Drugs

Use of alcohol, private and corporate inappropriate use of prescription medications, as well as illicit drug use and abuse is strictly prohibited on the campus. Major violations of the ITC alcohol policy may result in the cancellation of the resident's housing agreement, removal from housing, as well as a referral to the OSS and counseling intervention.

1. ITC Security or Housing staff will require underage guest to empty open or sealed alcohol containers, whether full or otherwise, found in public areas, efficiency/apartment/dorm or common areas.
2. Alcohol bottles / containers are not permitted to be used as decoration regardless of the age of the resident.
3. The possession, use, distribution, sale or manufacture of illegal drugs/narcotics is prohibited by State law and ITC policy. The Housing Contract of a resident found responsible for violating the ITC drug policy will be canceled and the resident is subject to criminal prosecution as well as ITC disciplinary proceedings.
4. Possession of drug paraphernalia is not permitted on premises.

Smoking

ITC is a smoke-free environment. This includes residential community so as to provide all residents with the opportunity for healthful engagement of the residences and the community as a whole. Smoking of any kind is prohibited on ITC Campus.

Solicitation

1. Solicitation is defined as the act of fundraising or selling of a product or service.
2. Solicitation is prohibited in any housing facility operated by ITC under the oversight of the OSS and direct management of the Coordinator of Housing and Community Life.
3. Approval to solicit must be gained (granted) through the OSS.
4. All advertising within the residential areas must comply with the ITC policies regarding the posting of flyers. All requests for posting flyers must be made in the OSS.
5. ITC housing encourages individuals or organizations wishing to sell, solicit, or advertise products or services to do so through the avenues provided by the OSS. As ITC students, all residents may take advantage of such opportunities while on campus.
6. Residents are not permitted to operate a private business on any area of Housing property or use the Housing mailing address for that purpose.

Posting

In an effort to assist student organizations and departments in making residents aware of events and services on campus, ITC OSS will post approved posters and flyers. All posters must be pre-approved. To obtain approval, please submit advertisements to the ITC housing office.

1. In order to post flyers in the Residence areas you must be a recognized club, organization, academic or administrative department at ITC.
2. All officially recognized organizations and departments must adhere to the following guidelines in order for flyers/posters to be approved:
 - a. Posters should clearly state the name of the responsible organization/department.
 - b. The OSS will not approve posters that concern selling and/or solicitation, with the exception of Seminary sanctioned events (e.g., ITC Night at the Braves).
 - c. The OSS will not approve posters that violate or encourage violating the law, or any policies or procedures found in the ITC Housing Guide to Community Living or Student Handbook.
 - d. The OSS may choose not to approve posters that have no end date and/or are meant to be posted on a standing basis.
 - e. The OSS reserve the right not to approve items that fall outside the parameters of typical posters or flyers, such as three-dimensional objects, posters that are larger than the standard size, posters that are made of non-paper products, etc.
 - f. Please note that the OSS does not guarantee that each poster or flyer will be posted. Posting is subject to space availability at the time of submission.
3. Approved posters should be delivered to the OSS. The following conditions will promote proper delivery and distribution:
 - a. Posters should be delivered to no later than 5 working days prior to the event being advertised.
 - b. Posters should be approved before printing the whole batch. Bring 1-3 copies of the flyers or posters to the OSS to be approved then print the desired amount from the one signed by the OSS.
4. ITC housing will not provide copy and/or printing services for those organizations or departments wishing to post materials.

Limitations and Satisfaction

Limitations

ITC housing does not provide medical or physical support housing services. Student must be self-supporting, that is possessing access to these services as their required remedy for their specific needs.

ITC housing does not provide, mattress pads, installation of locks on closet doors, running of new electrical service into existing units and the installation of new telephone jacks,, repair of resident's personal property, or store and/or receive resident's personal property shipped to the Institute.

We also cannot remove and store furniture that is part of your room's normal inventory of furniture.

Please inquire of the Residence, Student and Community Life Coordinator about ITC's inability to provide services beyond those noted above. Other examples of non-provision are orthopedic backboards and loan out of institutional tools.

Student Resident Satisfaction

We strive to provide services that meet your standards, and your feedback is very important to us. After we complete a work order in a resident's unit, we will leave behind a notification that the work is now complete. Please insure all necessary documentation of completed maintenance requests are on file with your records in the Housing Office.

Once your maintenance request has been closed, please help us to improve our service by completing the Maintenance Service Satisfaction Survey and submitting it and all additional comments to the Office of Student Services. We are interested in hearing about your satisfaction level regarding the manner in which your maintenance request was resolved. We hope to pinpoint where to improve individual and groups through these types of service assessments.

Complaints about the Work

You can choose from three methods in resolving complaints about work. Resubmit the work request and describe in detail your dissatisfaction with the work. Complete the Maintenance Service Satisfaction Survey and indicate that you want someone to call you and talk about our service. Contact Housing Office (404.527.5725) to report the problem.

Complaints about Our Workers

You may contact the Office of Student Services 404.527.5735 if you feel that any of our staff has treated you in an unprofessional or discourteous manner. Please provide details to this Office. Regarding other behaviors that are covered by campus discrimination or harassment policies, information is available on how to process informal or formal complaints through the Office of Student Services. Remember, respect is reciprocal and we wish to protect the rights of our students in residential housing and the employees who oversee and manage the properties and wellbeing of the residents.

ITC has a zero-tolerance policy for abuse in any form of its students and personnel. This zero-tolerance extends from the general operation of the institution to the specific wellbeing of students in residence occupying institutional housing and the personnel who manage and oversee the institution's residential properties.

All reports of abuse and misuse of authority and services are time-sensitive. These reports referred and made subject to the directives of appropriate campus adjudicatory processes that are managed through and forwarded from the Office of Student Services for review. Both the directives and the Office of Student Services are undergirded by the institution's commitment to providing a housing environment that is commensurate with the education it is endeavoring to deliver. ITC is also committed to creating a communal environment that is conducive to the maintenance and development of a healthful community.

Student Housing Judicial Process

The purpose of the ITC housing judicial process is designed to educate residents on the responsibilities they share when living in a community. This process would be undertaken in the instances when residential behavior contributes to the learning is prohibitive and the community is reported as being unsafe. The Student Housing Judicial Process is governed by the non-academic process as outlined in the Student Handbook. This process is initiated by the Residence, Student and Community Life Coordinator as an address of resident behaviors and/or management of the housing unit assigned to them.

Judicial Cancellation of Housing Contract

Student resident privileges and housing contract can be revoked at any time as the behavior of the student continuously violate the terms of the housing contract, guidelines for resident community living, and the institutional policies of the ITC. The institution has a Zero Tolerance Policy for Drugs and Weapons. A charge or indictment for a felony or crime involving drugs, weapons or moral turpitude, in any jurisdiction may be grounds for immediate suspension from housing or housing contract cancellation and judicial action at the Dean of Student Services' (or designee's) discretion or full academic suspension from ITC. Such behavior automatically cancels the housing contract. Monies used as deposits and would be pro-rated for non-use for the remainder of the semester are forfeited.

Sanctions

The student judicial process is intended to be supportive of student development and education. The majority of judicial action at ITC housing is a result of residents learning to negotiate their lifestyle in a community setting. Creative sanctions are often used to assist the resident in this learning process. The following are the sanctions that can be issued by the OSS:

- **Reprimand / Warning** – Disciplinary Warning means that the resident has been found responsible for violating one or more of the Community Living Standards. Warnings are issued for violations that may affect the community or had created a minor situation that endangers self or others. The warning is in writing and annotates that if the resident is involved in another community living violation, the resident can expect more severe disciplinary action.
- **Probation – Disciplinary** Probation means that the resident has been found responsible for violating one or more of the Community Living Standards that is more severe in nature and has caused self or others a major inconvenience or endangerment. Disciplinary Probation is for a specified period of time. Disciplinary probation does affect a resident's standing with Housing. Any further housing violations will likely cause canceling the housing contract and removal from ITC sponsored housing.
- **Denial of re-contracting** – This disciplinary action means that a resident may not contract for housing after the expiration of the current housing contract.
- **Rehabilitation/Counseling – Resident** may be required to complete an evaluation and/or a rehabilitation program as a stipulation to either remain or return to Housing.

Anger or stress assessment, or anger or stress workshop(s) are examples. The resident is required to sign a consent form authorizing the professional service provider to release information to a designated ITC housing staff member. This ensures that the sanction is completed and that it is reasonable for the individual and the community if the person returns/remains in ITC housing.

- **Educational or Community Service** – This sanction provides a unique active learning experience that will hopefully create a meaningful change in a resident's behavior. It is designed to help the resident become a productive member of the community. Sanctions may include, but are not limited to: writing a letter of apology, providing volunteer services for an agency, attending an educational seminar (drug or alcohol workshop, etc.), writing a research paper, viewing an educational video, performing tasks around ITC housing grounds (cleaning, raking leaves, etc.), teaching or leading a seminar on an assigned topic, creating an educational bulletin board, etc. The Associate Vice President of Student Services and the director of housing hear the case and determine the number of hours or specific task requirements. If possible, the resident may have a choice of service agencies if volunteer hours are assigned. This sanction may be issued independently or in conjunction with another sanction.
- **Restitution** – This is reimbursement for property damage or loss caused to others. A damage assessment will be issued for reimbursement to the ITC housing Office (paid to the student account) or/and an official agreement will be issued for restitution of damages to other's property.
- **Administrative Reassignment** – Restricted access to specific residence facilities, and/or mandated room change. Immediate room reassignment may also occur pending a hearing if any perceived immediate threat to the community or any member of the community exists.
- **Interim Residential Suspension** – This refers to the immediate removal from ITC housing pending a hearing. An interim suspension may be the result of pending charges related to behavior that endangers the health and safety of self or others. Residents are given 24 hours to turn in their key to OSS. Interim Residential Suspension renders the ITC housing off limits until further notice from the VP of Student Services or the director of housing. Please be advised, the VP and the director of housing and/or their designee reserves the right to exercise interim suspension of residents pending an official hearing.
- **Housing Suspension** – A resident's housing contract is cancelled and the person is excluded from living in ITC housing for a defined period of time. When a resident's housing is cancelled, the resident will not be allowed in the residential community until the defined period of time is over.

Failure to complete or comply with imposed action may result in further disciplinary action such as but not limited to and academic hold.

Appeals

The process for filing appeals, their review and disposal follow the non-academic student appeal process as outlined in the Student Handbook.

Failure to Appear, Complete or Comply

A student who fails to appear for a conduct meeting or appeal is not excused from pending action and forfeits the right to appeal. The conduct meeting will take place as scheduled, evidence will be reviewed and a decision made. The student will be informed of that decision in writing. A student who voluntarily withdraws from the Center or leaves a housing community prior to the completion of a proceeding is not excused from pending action.

Failure to complete or comply with a sanction may result in additional ITC housing judicial action through the OSS. ITC housing reserves the right to temporarily or permanently deny a resident access to their room or apartment at any time for reasons where meeting with a representative from the AVP of OSS is mandatory, failure to pay fees, failure to respond or cooperate in judicial proceedings, failure to vacate the premises, or other such compelling reasons. Access is usually denied by removal or replacement of the key core to the door. Any attempt to gain entry to a restricted room is considered vandalism and trespassing. Student involvement in any of these infractions can result in full academic suspension and documentation becomes part of the student's record.

Additional Questions and Other Policies

Please direct any questions or comments regarding any of these policies, processes and procedures to the Residence, Student and Community Life Coordinator. In addition to the policies of your own community, residents are expected to fully abide by the policies of the other housing units when visiting. Also, residents must adhere to the rules and regulations outlined in ITC Student Handbook.

General Community Life Concerns

Please note that student housing policies governing General Community Life Concerns do not operate in conflict with the Student Handbook or any policy of procedure established by ITC. These take precedent in resolving any matter involving student(s) and/or their guest(s) living or participating in activities on ITC premises as related to community life concerns.

Your Health

Community living will be an adjustment for you; not only in the psychological sense, but also in the physical sense. Before coming to campus, you perhaps lived in single family dwelling in some version of an apartment, condo or house. Moving into a new environment takes time for your body to adjust. There are steps you can take to keep your body healthy throughout the academic year. Below are tips taken from the Center for Disease Control and Prevention website: www.cdc.gov.

Take these everyday steps to protect your health:

1. Cover your nose and mouth with a tissue when you cough or sneeze.
2. Throw the tissue in the trash after you use it.
3. Wash your hands often with soap and water, especially after you cough or sneeze.
4. Alcohol-based hand cleaners are also effective.
5. Avoid touching your eyes, nose or mouth. Germs spread this way. Try to avoid close contact with sick people. Stay home if you are sick for 7 days after your symptoms begin or until you have been symptom-free for 24 hours, whichever is longer. This is to keep from infecting others and spreading the virus further.

Other important actions that you can take are:

1. Follow public health advice regarding closures, avoiding crowds and other social distancing measures. Be prepared in case you get sick and need to stay home for a week or so; a supply of over-the-counter medicines, alcohol-based hand rubs, tissues and other related items could be useful and help avoid the need to make trips out in public while you are sick and contagious.
2. Asking for help is the best way you can get back to your healthy self again. The OSS is here to help.

Relative to notification of medical concerns and challenges, it is understandable that students may be uncomfortable revealing medical information. The Office of Student Services requests that all students with special medical conditions report them to a trusted colleague, the Housing and Student and Community Life Coordinator so that we are better able to assist you in a time of medical need.

Residents must inform the Office of Student Services of all suspected or actual cases of contagious disease such as hepatitis, meningitis or chicken pox. For safety reasons, students who must use hypodermic needles or other skin piercing tools must dispose of them in a properly labeled, puncture resistant, leak-proof container.

Cleaners and Disinfectants

Maintenance and operations staff is responsible for routinely inspecting and when necessary, disinfecting common area sinks, urinals and toilets. The products and chemicals used are selected for their effectiveness as well as their ability to be used safely by staff. Nevertheless, many products often require personal protection to be worn by housekeeper staff (e.g., gloves, goggles or rubber-soled boots).

Odors

The effects of cooking, smoke and other fumes/odors must be confined to individual rooms. Residents should turn on the hood fan over the stove every time the stove is in use. Strong odor producing products, such as consumer cleaning products, are defined as 'strong odor' by the most smell-sensitive individual in an apartment. The choice of scented air fresheners or cleaning products should be discussed among the roommates to ensure nobody is allergic or offended by the scent. Everyone should agree to the use and choice of the odor producing product.

Pests

Just like your own home, residences have plenty of places for small insects and mice to hide. Complaints received are given to the local contracted service. Often, however, the lifestyles of others may cause a problem in other's space. For small infestation issues, you may consider purchasing consumer product traps or sprays.

TIP: Cooking in rooms, not removing trash, abandoning cardboard boxes, leaving scraps on the floors and lack of general house cleaning will affect your chances of sharing an infestation.

Bedbugs were believed to be altogether eradicated 50 years ago in the United States. Today, they thrive in places with high occupancy. Check your luggage before coming home or back to the residence, you will significantly reduce the chances of bedbug infestation. Although not strictly nocturnal, bedbugs are mainly active at night. If you get bitten, look very carefully around the mattress and bed to try to determine if it is bed bugs. Report the situation to the Housing Office.

TIP: Bedbugs can be killed by heat over 98 degrees. If you discover bed bugs in your clothing or linen, wash them in hot water and dry them in a dryer.

Pesticides

When pest problems require a chemical answer, a certified contracted staff of entomologists and applicators selects materials for their effectiveness as well as low toxicity will be utilized. Only pesticides that have been registered with the federal Environmental Protection Agency and the Georgia Agriculture Department are used on campus. Many products often require personal protection to be worn by our applicator (e.g., goggles, respirators, or gloves). You have the right to know any information on the specific chemicals used prior to or after any treatment provided.

Products Used

Pesticides, cleaning agents and disinfectants are but a few products which maintenance and operations use each day. All operations comply with regulations, and work methods approved by the different regulatory agencies, whether at the federal, state or campus level. Products used by employees are required to be reviewed for safety reasons, and the Materials Safety Data Sheets required by law are available for supervisors and employees to use. As information is received on regulatory changes in work methods and the use of chemicals that can affect personal or resident safety, will initiate the appropriate changes to be in compliance and to assure the safety of residents and workers alike.

"Rust" in Water

When water lines break underground, the resulting repairs may cause sections of pipe or damaged valves to be removed and replaced. Soil may be introduced into the lines and may cause water to run cloudy or rusty once water service is restored. Running water in sinks or showers will help run the dirt through the lines. Boiling water advisory may be issued. Those persons living in units without stoves will need to make accommodations for these advisories if they are issued. When the fire department opens hydrants as part of their annual checks,

sediment can be brought along in water lines. This, too, may cause water to appear cloudy or rusty. Although these are almost always the reasons water may not look perfectly clear, feel free to report suspect water in a work request so maintenance can look into each problem.

Energy Conservation

Conservation succeeds through the cooperation of two groups: the campus financial department and the residents. ITC's Financial department strive to keep the residence systems operating efficiently and when funds are available, pursue energy conservation renovations to reap pay-offs in future years. The Financial department often knows the size of the utility bills; residents do not. Most often, no one pays attention to how the energy is being consumed and whether any of it can be saved.

Fluorescent Light Bulbs

The new compact type bulbs are generally an improvement over standard incandescent bulbs. They last longer and require less energy. They do, however, contain a small amount of mercury, a recognized health and environmental hazard. The hazards from a single bulb are extremely minimal. However, we encourage responsible handling of any products or materials that create potential health and environmental hazards. Residents are expected to use power surge protected outlets in care for both residential electrical systems and personal appliances.

Security and Safety

Please note that student housing policies governing safety and security concerns do not operate in conflict with the Student Handbook or any policy of procedure established by ITC. These take precedent in resolving any matter involving student(s) and/or their guest(s) living or participating in activities on ITC premises as related to safety and security.

Safety Incident Notification

Student residents are asked to engage in a two-step notification process when filing a safety incident notification. First, student residents are to immediately notify ITC Campus Security and follow the directives for immediate self-stabilization. Second, student residents are to notify the Housing and Community Life Coordinator of all incidents of disturbance in safety within 24 hours of the event. Complete an Incident Report that include details of the encounter, descriptions of involved persons, date, time(s) and location(s) in the residential area and on campus.

ITC Security

Security is on site and available on campus 24 hours a day, 7 days a week. The ITC Security will assist residents with vehicle trouble, safety escorts, noise or disturbances in the public areas outside of the residences as well as investigations of criminal and suspicious activities. Security also responds to all fire alarms.

Personal Safety

Taking responsibility for your personal safety is imperative in a community living environment. Although Campus Security conducts safety rounds at night and police services are available, you need to take action to safeguard yourself. Please be aware of the necessity of abiding by the following list of safety measures:

1. Lock your door and carry your keys at all times, even if you are going next door or using the restroom in the dorm.
2. Do not lend your key to anyone.
3. Avoid walking alone at night. Walk with a friend or call for an escort provided by ITC Campus Security.
4. Avoid parking or walking in unlit areas.
5. Do not prop interior or exterior doors open.
6. Report any non-locking doors and windows to the Housing Office immediately.
7. Report unsafe or suspicious items or persons to your community Housing Office and/or Campus Security.
8. Do not attach bikes or other items to stairwell railings. Bicycle racks are provided in all housing communities; additional storage is available in some areas. Illegally parked bicycles may be removed and impounded by maintenance personnel or by Campus Security.
9. Do not store items in hallways or obstruct doorways.

Student Crisis Management

Institutional emergency protocol will be invoked in those instances when student residents present as a danger to themselves and the community. It is understood that a student resident who threatens to do harm to herself/himself presents a level of overall disturbance to the community. It is the responsibility and first priority of the institution through the exercise of emergency protocol to insure both the student resident and the immediate residential community are safe. This means that we will take safety actions wherein neither the student resident nor their immediate presence in community present danger or compromises to the safety or relational stability on the campus.

When students are actively presenting as a danger to self, the affecting resident student and/or other informed community residents are to immediately notify ITC Campus Security who will in turn follow outlined safety protocol. Student residents in immediately affected housing areas, along with larger campus involvement, are expected to follow the instructions of ITC Campus Security, Emergency Medical Services, and other emergency responders. Institutional personnel and external safety resources have been engaged to stabilize involved persons and situation. Other student residents are expected to bring their person and respective unit of use to the levels of safety as dictated by the situation.

Missing Student Notification Policy and Procedure

Each student who lives in ITC housing must designate a person to be contacted (“Housing Emergency Contact”) in the event the student is ever determined by the ITC to be missing from his/her on-campus residence.

If a student who resides on campus is reported missing from his/her campus residence, the Housing and Community Life Coordinator will immediately notify the ITC Security. If the ITC Security determines that the student has been missing from his/her campus residence for 48 hours or more and has not returned to campus, then the AVP Student Services in collaboration with the Chief Human Resource Office will endeavor a timeline approximating the absence of the student. Additional steps will be taken to determine on-campus and possible off-campus contacts when approximating the timeline. Housing Emergency Contact is also included. Subject to the degree of student indicated urgency, formal attempts involving the police will be started within the 24-48 hour window of absence.

Procedures for Reporting Missing Student

1. Designating a Housing Emergency Contact

On-campus student residents are required to designate a Housing Emergency Contact when checking into ITC housing. The Housing Emergency Contact information will be collected and maintained by ITC housing on the student’s Key and Emergency Contact forms. Prior to issuing housing keys to the student, a Housing employee will check to confirm that student has completed the primary Housing Emergency Contact section on his/her Key and Emergency Contact form..

2. Missing Student Reports

Reports to the OSS of students missing from ITC housing should be brought to the attention of the Director of housing and the AVP of the OSS, or his/her designee, as soon as possible. The AVP of Student Services, or his/her designee, is responsible for immediately notifying the ITC Security of the report, together with the involved student’s Housing Emergency Contact information to post a notice at security gates.

3. Determination by Law Enforcement

A Missing Person Report will be filed with the Atlanta Police Department beyond 48 hours dependent upon the urgency of the situation and condition of the student from/at the time the student was determined to be missing. This report will include a review of the timeline, description of the student, emergency contact information, state and condition of student at last sighting on campus,

Procedures for Resolving Reported Missing Student

1. Determination of Active Missing Status

Determination of active missing status is resolved by whether or not student resumes their on-campus residency and matriculation. Student reports to the OSS with documentation supporting the rationale for their absence. A plan for re-entry that coalesces overall current student wellbeing in ways that assess current course work, attendance, physical and mental health. This process is developed with student in consultation with impacted course faculty, the Provost, Human Relations Counselor, and the Chief Human Relations Officer.

2. Students that are Determined to be Actively Missing

Contact is made with the student's family in ways that inform the emergency contact of the active missing status of the student. Police procedures for investigation of the case as assigned by the Atlanta Police Department are supported along with necessary reporting of the facts, conditions and situation prompting the missing student status.

3. Storage of Student Materials

The OSS will supply notice of institutional potential for disposal of material goods belong to the student via email and certified letter to the respective final addresses and/or emergency contact for the student. The student will be offered a period of 5-7 days of notification intent and collect their materials via supervised collection through the OSS. Pending no notification of intent and collection within the 5-7 designated time period, salvageable student materials will be stored on campus for a designated 30 days. Pending no notification of intent to collect salvageable student material from the campus, the institution will final its disposal of student materials.

Fire Safety

Do not tamper with or touch a sprinkler heads. Residents will be responsible for any restitution to residents and the ITC as a result of the activation of a sprinkler head. The following items are prohibited from the residence: any type candle, incense, potpourri burners, flammable liquids (e.g., gasoline, propane, and kerosene), space heaters, and any other open-flame items. Open-flame grilling is allowed only outside on the grill in the courtyard. Coals must be properly cooled and disposed.

Tampering with and/or the misuse of fire and safety equipment (including, but not limited to, fire alarms, door alarms, fire extinguishers, exit signs, emergency phones, fire doors, smoke or heat sensors, sprinkler system, etc.) is prohibited by law.

Never leave a cooking food unattended. This includes the use of portable electric cookers and fryers. If you must leave the kitchen while cooking, turn off the stove or cooker. Grease fires must never be extinguished by water. Serious injuries will occur. Never use flour or water to extinguish a cooking fire. Flour is combustible and water can spread the fire. Should a pan fire

occur, use a fire extinguisher, baking soda, or a tight-fitting metal lid to extinguish the fire. If the fire has spread already beyond the pan, get out immediately and call 911.

1. Your fire extinguisher is located in your room.
2. Never attempt to carry a burning pan out of the kitchen area; severe burns could result and the fire could spread. Keep pan handles turned inwards so they are not accidentally bumped.
3. Do not wear clothing with loose sleeves while cooking. Make sure that there are no combustible objects such as dishtowels, potholders, decorations or boxes on or near the stove. Keep the stove clean.
4. Do not allow grease to accumulate on cooking surfaces. Be sure to remove any food or grease that spill inside the oven.
5. If there is a fire in the oven, turn off the oven and allow the fire to go out completely before opening the oven door. If a fire breaks out in a microwave oven, keep the door closed and unplug the unit. Don't try to remove burning containers from a microwave. If a fire breaks out in your apartment, no matter what size, call 911.

Sprinklers, Smoke & Heat Detectors

Each student should be aware of the sensitivity of the sprinklers, smoke detectors and heat detectors that are present in their room, hallways, or apartments. These can be activated by water, force, pressure, or sudden shock. When smoke or heat detectors are triggered, they activate the building alarm system alerting residents, the Police Department and the Fire Department. The following is a list of guidelines for your smoke detector:

1. A portion of the room smoke detectors are battery operated.
2. To ensure your safety it is imperative that batteries are left in the smoke detectors at all times.
3. When the batteries are low, the detector will emit a periodic beeping sound. If this happens, submit a work order in your community Housing Office to have the battery replaced.
4. Your community maintenance staff conducts periodic smoke detector checks to ensure their working condition.
5. Residents should not touch, tamper with, or attempt to investigate any fire safety equipment.

Fire Alarm Testing and Evacuation

Fire evacuation plans are posted in most residential building(s). Become familiar with the evacuation plan for your residence, house or apartment before a fire or other disaster occurs. Every alarm must be treated as an indication of a real emergency. Always evacuate a building when an alarm sounds. Housing communities conduct fire drills twice during the year: one at the beginning of fall quarter and another during winter or spring quarter. Residents are expected to evacuate their buildings and proceed to the designated assembly area during both drills.

Upon discovery of a fire, alert others, leave the area and close all doors behind you. Please pull the nearest fire alarm box and dial 911 to report the fire. The procedure for evacuation is as follows:

1. Close and lock your door and take your key with you. Exit the building immediately through the nearest and safest path.
2. Once you are out of the building, go to the designated assembly area.
3. Re-enter your residence or dorm building only after receiving instructions to do so from fire officials or from your community housing staff. Communities conduct safety “walk through inspections” each year. Professional staff from Student Housing and Environmental Health and Safety conducts in-room inspections that focus on electrical hazards, fire safety issues, and unsafe furniture arrangements. Staff also enters rooms quarterly to test and inspect fire sprinkler and alarm systems.

Cleaning, Health, Fire and Safety Inspections

The entire dorm and efficiency/apartment care and cleanliness is the responsibility of the residents per the Housing Contract. The maintenance and operations staff provides cleaning services for the Housing common areas (up to and beyond hallways, lobbies, grounds, and etc. in specific areas of the institutional residential properties.). A reasonable amount of cleaning is expected to maintain safe and healthy living.

Monthly Health and Safety inspections will be conducted. If you are not present at the scheduled/posted time, the inspector will enter and perform the inspection. A notice will be left as a result of the inspection. You will have 48 hours to correct problems and comply with standards. Failure to do so will be considered a violation of the Housing Contract.

Weapons

The ITC has deemed the following actions to be prohibited by state law and/or ITC policy. Violation of this policy will result in appropriate action, including but not limited to termination, dismissal and/or criminal prosecution. If an investigation finds that a student or visitor engages in any use, possession, manufacture, distribution, maintenance, transportation or receipt in a residence, any portion of the residential community, or at any sponsored event is subject to the fullest adjudicated exercise of this policy, Student Handbook, policy and mission objectives of the institution. We are committed to ensuring the safety of the offending student and the community. ITC is committed to the safety and wellbeing of all its students, staff, faculty and administration and will put forth every effort toward such maintenance. The weight of all responses to any offense is balanced against the weight of the following:

1. Firearm or weapon whether operable or inoperable as defined in Georgia Code Section 16-11-127.1 or any object of like character, including but not limited to paintball guns, BB guns, potato guns, airsoft guns or any device which propels a projectile of any kind;
2. Any dangerous weapon, machine gun, sawed-off shotgun or rifle, shotgun or silencer as defined in Georgia Code Section 16-11-121;

3. Any bacteriological weapon, biological weapon, destructive device, detonator, explosive, incendiary, over-pressure device or poison gas as defined in Georgia Code Section 16-7-80;
4. Any explosive materials as defined in Georgia Code Section 16-7-81;
5. Any hoax device, replica of a destructive device or configuration of explosive materials with the appearance of a destructive device, including but not limited to, fake bombs, packages containing substances with the appearance of chemical explosives or toxic materials; or
6. Any decorative, switch blade, gravity or machete knives, chukka sticks, billy-clubs/night sticks, blackjacks, metal knuckles, slingshots or axes. A pocket knife with a blade over 2 (two) inches long is considered a weapon.

The possession of a valid firearms permit, or license to carry a concealed weapon, does not exempt students from the provisions of this policy or provisions detailed in Georgia Code Section 16-11-127.1. Under these provisions, students are prohibited from possessing, manufacturing, etc. weapons as defined above anywhere on ITC property. For further information, see Georgia Code Section 16-11-127.1, or contact the ITC Security.

All residents in ITC sponsored housing are expected to notify ITC Security regarding any observed offense as part of overall campus security.

Evacuation Safety

In the event of any situation, real or simulated, which requires you to leave the residences, and audible alarm will sound residents to exit their residential unit. Every alarm requires evacuation; leave your residences immediately. When evacuating, proceed to the nearest exit and go to the designated evacuation area, and stand clear of all entrance and exit doors. An ITC official will notify you when it is safe to re-enter the residence. Not evacuating the residences during an alarm is a violation of codes and housing policy. Failure to evacuate will result in disciplinary action.

Persons with disabilities that limit mobility or present with challenges with challenges to awareness of danger will be notified and evacuation facilitated. These persons must have immediate means with which they can be notified and facilitated at all times on file in the OSS.



Housing - Emergency Contact

Each student who lives in ITC housing must designate a person to be contacted (“Housing Emergency Contact” or “HEC”) in the event the student is ever determined by the ITC to be missing from their on-campus residence for 24 hours or more. Updates to student Housing Emergency Contacts may be processed at the OSS.

Housing Emergency Contact Information:

Primary Contact Name: _____

Relationship: _____

Home Phone: _____ Mobile: _____

Address: _____

City: _____ State: _____ Zip: _____

Optional Secondary Contact Name: _____

Relationship: _____

Home Phone: _____ Mobile: _____

Address: _____

City: _____ State: _____ Zip: _____



Interdenominational Theological Center Student Housing Contract Cover and Acceptance Page

THIS CONTRACT (Contract) is by and between the Interdenominational Theological Center, Inc. (ITC) and _____(Student) for the period Fall – Spring [] 20__ or Summer [] 20 __.

For and in consideration of the sum of One & 00/100 (\$1.00) Dollar and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, ITC and Student have entered into this contract for the purpose of providing housing for Student while she/he is matriculating in good standing at ITC.

This CONTRACT comprises the following documents: (1) this Cover and Acceptance Page, (2) the contract terms and conditions which are attached hereto as Exhibit A and incorporated herein by reference; and (3) the Housing Fee rates which are attached hereto as Exhibit B and incorporated herein by reference.

THE STUDENT’S acceptance of this contract, by signed hard copy is an acknowledgement that the Student has read, understands and agrees to the terms and conditions, as well as, the housing fee rate of the ITC Housing Contract that is set forth herein. Receipt of Student’s application does not constitute acceptance by ITC. The Housing Contract only becomes binding upon acceptance by ITC Housing as indicated by confirmation of the student’s room, apartment or efficiency assignment.

IN WITNESS WHEREOF, the undersigned hereby accepts and agrees to the Terms and Conditions of this Housing Contract. Print Name as listed on student records (No Nicknames)

Student Signature _____ Date _____

Student Name (print) _____

Student School email _____ Student Home Email _____

Student SS Number _____ - ____ - _____ Student Cell Phone (____) _____ - _____
Student Home (____) _____ - _____ Student Home Address _____
City _____ State _____ Zip _____

Submit completed forms to:
Interdenominational Theological Center,
Office of Student Services
700 Martin Luther King, Jr. Drive, SW.
Atlanta, Georgia 30314
Email contacts: ah Heath@itc.edu or studentservices@itc.edu

The Interdenominational Theological Center

Student Housing Contact Period Fall-Spring [] 20 ____ or Summer [] 20 ____

- I. **TERM OF CONTRACT:** This student housing contract shall cover the above indicated period. It is generally understood that this contract covers either the academic year or summer options for occupying ITC sponsored housing. It is understood that *Term* refers to either the Academic Year which is the period Fall-Spring or Summer session. A separate contract is needed for either term, Academic Year or Summer Session. The Term shall begin on the first day of the Academic Year published by ITC communication resources and through the Office of Student Services. ITC sponsored housing shall be available for occupancy based upon public notice of these published dates unless otherwise specified due to reasonable deference. Occupancy shall expire on the last date of the Term. Move-In and Move-out dates shall be published in accordance with the terms unless otherwise specified due to reasonable deference.

Only students with proof of marriage that are accepted into Interdenominational Theological Center (ITC) are eligible to live in ITC sponsored housing. No child or children can be a resident/residents in ITC sponsored housing.

Students must be officially admitted to ITC before completing the Housing application process. Acceptance of this Contract is not a commitment of admission to ITC or the maintenance of matriculation through its curriculum. Any housing assignment inadvertently made to one prior to being admitted to ITC or maintained when one is under academic probation or suspension is null and void. Residency in ITC sponsored housing requires full-time student status as defined by the ITC Registrar and/or in-line with the student's financial aid as affirmed by the Financial Aid and Business Offices as well as the ITC Registrar. Students will not be permitted to maintain occupancy in ITC sponsored housing during the academic term or summer if not registered for classes. The exception is summer session between academic terms and they commit to the out-of-pocket cost for summer housing.

- II. **FEES AND PAYMENTS:** All payments must be made in full via cash, check, and credit or debit card. Partial payments will not be accepted.

- A. Unit Reservation Fee.** A \$150.00 Unit Reservation Fee is due as part of Student's application for ITC Housing and the \$150.00 is applied to the Housing Fee due from Student for Fall semester (unless entering in the spring). This Room Reservation Fee is non-refundable. If the Contract is canceled or terminated by Student for any reason, this fee is non-refundable.
- B. Housing Deposit.** A deposit of one month's rent in advance is to be paid when the apartment assignment has been made. Room Reservation Fee will be a part of the one month rent and student must pay remaining balance of rent (e.g. \$570.00 - \$150.00 = \$420.00). A key deposit of \$10.00 is also required. Deposits are refunded only if living quarters are left in acceptable condition minus the Room Reservation Fee.
- C. Housing Fee.** The Student agrees to pay to the ITC a Housing Fee can be paid in full by semesters during the semester in Term in accordance with the terms and conditions of this Contract. The Housing Fee is inclusive of room rate.
- D. Payment Due Dates.** Housing Fees are payable on a per-semester basis and must be received by ITC Business Office for each semester of the Term no later than 5:00 p.m. on the last day to pay tuition for the semester. A student paying monthly, payment must be made by 5th of every month.
- E. Failure to Pay Housing Fee.** If the Student does not pay the Housing Fee the ITC may Cancel this Contract; remove the Student from ITC Housing; cancel the Student's enrollment in the ITC; withhold the Student's transcript of grades, diploma, and other academic records from the Student, his/her representatives, and other persons or institutions; and avail itself of any or all other remedies of law or inequity.
- F. Failure to pay sums due to ITC.** The ITC reserves the right to apply any sums that would otherwise be returned to Student under the Housing Contract to any amounts past-due by the Student to the ITC Business Office. Generally, the ITC will not apply the amount of the refund to Student's other ITC debts, but will require Student to bring current any past-due ITC accounts before the ITC will release the Housing refund to Student. The ITC also reserves the right to put a hold on the account of any Student with past-due accounts with the ITC. A hold prevents such things as enrollment, class registration and release of Student transcripts. *Past-due accounts may also be referred for collection, in which case, the Student will incur all costs associated with collection, including reasonable attorney fees.*
- G. Modification of Housing Fee Rates.** *ITC Housing reserves the right to modify the Housing Fee including applicable room rates by up to 5% upon fifteen (15) day notice to Student via memo.*
- H. No Reduction or Abatement.** Temporary failure by ITC to provide electricity, hot or cold water, heat and/or air conditioning, in the efficiency/apartment will not be a reason for reduction, abatement, or withholding of any portion of the Housing Fee or other payments legally due. No adjustment to the Housing Fee or other compensation may be claimed by the Student for inconvenience or discomfort from the making of repairs, improvements to facilities, or temporary service outages.

III. HOUSING ASSIGNMENT AND GRANT OF LICENSE FOR USE OF SPACE: ITC as represented in sponsored housing will be through the Office of Student Services (OSS) with management and oversight responsibilities assigned to the Housing and Community Life Coordinator (HCLC). ITC agrees to provide the Student with housing space in accordance with the terms of this Contract. The parties to this Contract do not intend that an estate, a tenancy, or any other interest in property should pass from the ITC to the Student, nor is it intended that a usufruct be granted to the Student. Instead, it is the intention of the parties that the relationship between the ITC as represented in sponsored housing for its students and the Student be one of licensor and licensee and that the sole right of the Student to use his/her assigned room as a living unit shall be based upon the license granted in this Contract.

- A. ITC Housing Handbook.** Student agrees to abide by and adhere to all instructions and guidelines listed and indicated in the ITC Housing Handbook. The ITC Housing Handbook contains and outlines all primary policy governing and explaining the directives used in the management of ITC sponsored housing. The ITC Housing handbook is the primary authorizing document for the execution of this contract. No notations or changes in this contract shall supersede the authority of the ITC Housing Handbook.
- B. Right of Occupancy.** ITC will provide the Student with a space in ITC housing for his/her occupancy as a residence. The right of occupancy does not include the right to a specific residence space, building, or type of accommodation by this Contract. The HCLC makes housing assignments base upon availability of space and without regard to race, religion, color, age, disability, national origin or sexual orientation. The HCLC will attempt to take student preferences into account; however, final determinations on Housing assignments are at the sole discretion of the HCLC. No guarantee of a specific unit, rate, and facility/complex or space assignment is implied or made.
- C. Move-In.** Move-in dates will be given to the students through in person, email, mail, or phone. The Student must occupy the assigned space or deliver written notice of delayed arrival to the HCLC/Office of Student Services no later than by 9:00 a.m. on the first day of classes of the first academic term of residency or the room assignment will be canceled and the student will forfeit the Room Reservation Fee.
- D. Move-Out.** Occupant's housing shall expire on the last day of the academic term or published move-out dates, whichever occurs first.
- E. Room Changes.** No changes in room assignment will be made based upon age, race, religion, national origin, disability or sexual orientation, except as needed to provide a reasonable accommodation to student with eligible disabilities registered with the OSCL. Room change may only be made with the written approval of HCLC and is based upon space availability, timing of the request and the grounds for the transfer. A room change that is not authorized by ITC Housing will result in a fine of \$250.00 posted to the ITC account of the student who makes the unauthorized charge.
- F. Personal Residence.** Efficiency – only one full-time student can live in this room. Apartment – only two people can live in this space. The Student is to use and occupy the assigned space exclusively as a personal residence and for no other purpose. Student may not occupy or reside in any space other than the assigned room except for customary use of the common areas.
- G. Damage to Assigned Room.** The condition of the Student's assigned efficiency/apartment, including its furnishings, will be inventoried before move-in. The Student will have 48 hours after moving in to inspect and the inventory and condition of the efficiency/apartment. Any defects or damage beyond normal wear and tear with the

efficiency /apartment must be identified by the Student in writing within the 48 hour period to be considered for exclusion when assessing any applicable damage fees upon move-out.

H. **Conduct.**

1. **Community Living Standards / Student Code of Conduct.** The ITC Housing Handbook govern the Student's use of the assigned space and conduct as a resident in this seminary community are incorporated into this Contract as fully set forth herein. The Housing Handbook metes and supports all directives and guidelines listed in the Student Handbook. Both instruments are tools in helping the Student as occupant in ITC sponsored housing in collaboration with other members of this academic and residential community to conduct him or herself in ways that are reflective of the ITC Mission, Strategic and Institutional Goals. All handbooks as well as documentation of the mission, strategic and institutional goals are available in the Office of Student Services. ITC reserves the right to revise the handbooks at any time and to make such other rules as may be deemed appropriate or necessary for the safety, care and cleanliness of ITC property, and for securing the comfort and convenience of all residents. Student agrees to abide by all ITC policies, procedures and applicable laws.
2. **Visitors.** The Student will be held responsible in all matters affecting this Contract including the Conduct of anyone he/she invites or permits to enter the grounds or building. Any violation of the provisions of this Contract by such a person will be attributed to the Student and will be grounds for cancellation of this Contract by the ITC Housing.
3. **Immediate Removal.** Grounds for immediate removal from ITC Housing for breach of contract include but are not limited to (1) threatening or disrupting the ITC Housing residential community and/or Housing Staff; (2) compromising the safety or security of the housing staff and/or the campus community or ITC staff, faculty or administration through the completion of this housing contract during term, Fall 20 ___ to Spring 20 ___ or Summer Session 20 ___; and (3) acts of omissions taken for the purpose of causing current or prospective residents to change or terminate housing assignments.
4. **Reassignment.** ITC Housing reserves the right to change the Student's Housing Assignment for purposes such as consolidation, maximization of space and resource utilization, responding to enrollment fluctuations, physical facility problems, staff changes, and emergency evacuation and shelter purposes.
5. **Entering Student's Efficiency/Apartment.** The ITC reserves the right to enter Student's Efficiency/Apartment for purposes of verifying occupancy, ITC housing and policy enforcement, maintenance, improvements, inventory control, sanitation, pest control, safety, fire protection, evaluation of conditions potentially affecting the health or safety of residents, responding to epidemic or emergency conditions, or to reclaim ITC property, and for any other purpose allowed by ITC policy. The Student is not required to be present at the time of maintenance, inspection or other entries described above. Furthermore, the ITC reserves the right to provide law enforcement officers with access to Student's Efficiency/Apartment for purposes of conducting a valid search or serving an arrest warrant. Health, fire, and safety inspections will occur on at least a monthly basis.
6. **Cleanliness.** Student agrees to keep the premises in a clean and sanitary condition during the entire term of occupancy and to return his/her efficiency/apartment to the ITC in the same condition, including general cleanliness, as it was at the beginning of the term of occupancy, normal wear and tear accepted as determined in the sole

discretion of the ITC. Failure to do so will result in application of a cleaning charge to Student's account (as the "Guide").

7. **Smoke Free.** ITC Housing is a smoke-free environment. All interior spaces (both assigned rooms and common areas) are entirely smoke free. No smoking is permitted outside efficiency/apartment (or within courtyards and areas surrounding residence areas).
8. **Alterations.** No changes may be made by the Student to the assigned space without the advance written permission of the OSS. Prohibited alterations include, but are not limited to, shelves, partitions, lofts, window coverings, wallpaper, painting, plumbing, heating, structural changes or alternations to furniture, or the removal of ITC owned furniture and its replacement with items owned by the Student.

IV. Housing Cancellation: To cancel the Contract, Student must give to ITC a 72 hours written notice of the intent to cancel via submission of a completed Housing Cancellation Form. Cancellation of the Housing contract by Student is not effective until a completed room cancellation form is received by ITC Housing from the Student. Except as mentioned under No-Fault Cancellation, a Student's cancellation of the Housing Contract will result in accruing certain cancellation charges as described below.

- A. **Cancellation before Start of Classes.** Student may cancel the Contract after acceptance by the ITC Housing, prior to 9:00 a.m. on the first day of classes of the Term. Such cancellation will result in refund of the Room Deposit.
- B. **Cancellation after Start of Classes.** Cancellation during the first fourteen (14) days of classes of the first semester of occupancy during the Term will result in the Student responsibility for payment of the semester Housing Fee on a pro-rata basis through the date of cancellation. A Student who cancel the Contract on the fifteenth (15th) day of classes or later during Fall/Spring semester(s) will forfeit the Room Reservation Fee and pro-rata basis through the date of cancellation.
- C. **No-fault Cancellation.** Student may cancel his/her Housing Contract without incurring cancellation charges upon submission of supporting documentation evidencing one of the following occurrences during the Contract Term: (1) graduation; (2) call to active military duty; (3) marriage; or (4) birth of resident's child. Students canceling for one of the reasons covered by this paragraph will remain responsible for payment of the Housing Fee on a pro-rata basis through the date of cancellation.
- D. **Cancellation by ITC for Cause.** The following shall constitute material breach of Contract for which the ITC may cancel this Contract for cause and take possession of the room upon written notice to Student: (1) violation of Contract Terms and Conditions, including failure to pay all applicable fees when due; (2) violation of residence policies and procedures (see, Community Living Guide); (3) violation of ITC Student Handbook Policies and Procedures; (4) breach of state, local or ITC Drug and Alcohol Policies; (5) endangering the health and safety of the residential community, (6) academic deficiency; (7) disciplinary suspension or dismissal; (8) disruptive behavior; (9) causing damage from fire, smoke or otherwise causing the assigned space to be uninhabitable; (10) refusing to comply with the direction of ITC Housing staff acting in accordance in their scope of responsibility; and (11) vandalizing any ITC owned or managed property. Upon Student's breach of Contract, the ITC will deliver written notice of cancellation of this Contract and give Student a minimum of twelve (12) hours and a maximum of forty-eight (48) hours to complete the applicable check-out procedures and vacate the

premises. Cancellation by the ITC for breach of Contract pursuant to this paragraph shall not release the Student from the obligation to pay all fees due under this Contract for the entire Term and Student will receive no refund of the Housing Fee or other applicable fees. The Student's obligation to pay all applicable fees due under the Contract for the Term shall survive termination of the Contract for cause.

- E. **Failure to Occupy.** The Student must occupy the assigned space or deliver written notice of delayed arrival to the ITC Housing by 9:00 a.m. on the first day of classes of the first academic term of residency. The ITC reserves the right to cancel this contract and/or reassign the assigned space to another person if Student does not comply with this provision. Cancellation by the ITC pursuant to this paragraph shall not release the Student from the obligation to pay all fees due under this Contract for the entire Contract Term.

- V. **INSURANCE:** Students are strongly encouraged to purchase and maintain appropriate renters insurance as well as health & accident insurance. Although security precautions are taken by the ITC, insurance for Student's personal property is not provided by the ITC and ITC assumes no legal obligation to pay for, prevent, or insure against injury to person(s), including death, or loss or damage to items of personal property by fire, theft or other casualty which occurs in its buildings or on its grounds prior to, during, or subsequent to the Term of this Contract.

VI. MISCELLANEOUS

- A. **Emergency Contact Information.** Student must complete the emergency contact information before he or she will be allowed to move into ITC Housing.
- B. **Marriage Housing.** *Students applying for marriage housing must have and present copy of marriage certificate on the day application/housing contract is completed. **No children, family members (parents, siblings, cousins and etc...) domestic partners and friends will be allowed to stay in ITC Housing.***
- C. **Check-out Requirements.** The Student is not officially checked-out of the efficiency/apartment until all of the following occur: (1) the student has moved all personal property from the premises, (2) the efficiency /apartment has been cleaned by the student, (3) the proper check-out records have been completed, and (4) key(s) have been returned to authorize Housing staff. In addition to any fees assessed for damages, lost key(s) or failure to follow the check-out guidelines will result in the student continuing to incur room charges and the student will be assessed a \$75 improper check-out fine.
- D. **Transfer, Assignment and Subletting.** No transfer, assignment, or subletting of the Contract or Assigned Space is permitted.
- E. **Modification of Contract.** The ITC reserves the right to modify any provision of this Contract which, due to circumstances beyond the ITC's control, may become reasonably necessary to efficiently and effectively operate the ITC Housing Program.
- F. **Governing Law.** This Contract shall be governed by the laws of the United States and the State of Georgia, the rules and regulations of the Board of Trustee for The Interdenominational Theological Center, and the rules and regulations of The Interdenominational Theological Center.
- G. **Renewal.** This Contract will not renew for the summer or next academic year. All Students must reapply for housing each year.
- H. **Severability.** If any part of this is found to be unenforceable, the remaining parts shall continue in full force and effect.

- I. **No Waiver.** The failure of the ITC to insist, in any one or more instances, upon the strict compliance with any of the terms of this Contract shall not be considered as a waiver of such terms and the same shall continue in full force and effect.
- J. **Attorney's Fees.** *The Student agrees to pay the ITC's reasonable attorneys' fees and other costs incurred, including collection costs, in connection with any action or proceeding to enforce this Contract or to collect any funds owed pursuant to this Contract.*
- K. **Assumption of Risk.** There are risks associated with living in an ITC Housing environment located in a large urban city. Residency and program participation is purely voluntary. The Student elects to reside and participate with full knowledge of the risks of injury, illness or damage to property and accepts full responsibility for any injuries, illness or damage to property that he/she may sustain in the course of such residency and/or participation. The Student is responsible for engaging only in those activities and programs for which he/she has the prerequisite skill, qualification, preparation and training. The involved risks may arise from residency in ITC Housing, from participation in ITC sponsored Housing programming, from the acts of others or from the unavailability of emergency medical care. Student acknowledges and agrees that he/she is owed no extraordinary duty of care in connection with his/her residency in ITC Housing or in connection with in any ITC Housing programming.
- L. **Personal Property.** ITC is not responsible for unclaimed personal property and items left in common areas or left in assigned spaces after check-out or contract termination will be deemed abandoned and discarded or donated to local charities.

By initialing the bottom of each page, I indicate that I have read and understood the page.

_____ I have received a hard or electron copy of the ITC Housing Handbook

_____ I have received a hard or electronic copy of the ITC Student Handbook

My signature on the Cover and Acceptance page indicate that I accept the terms of this contract and agreed to abide included

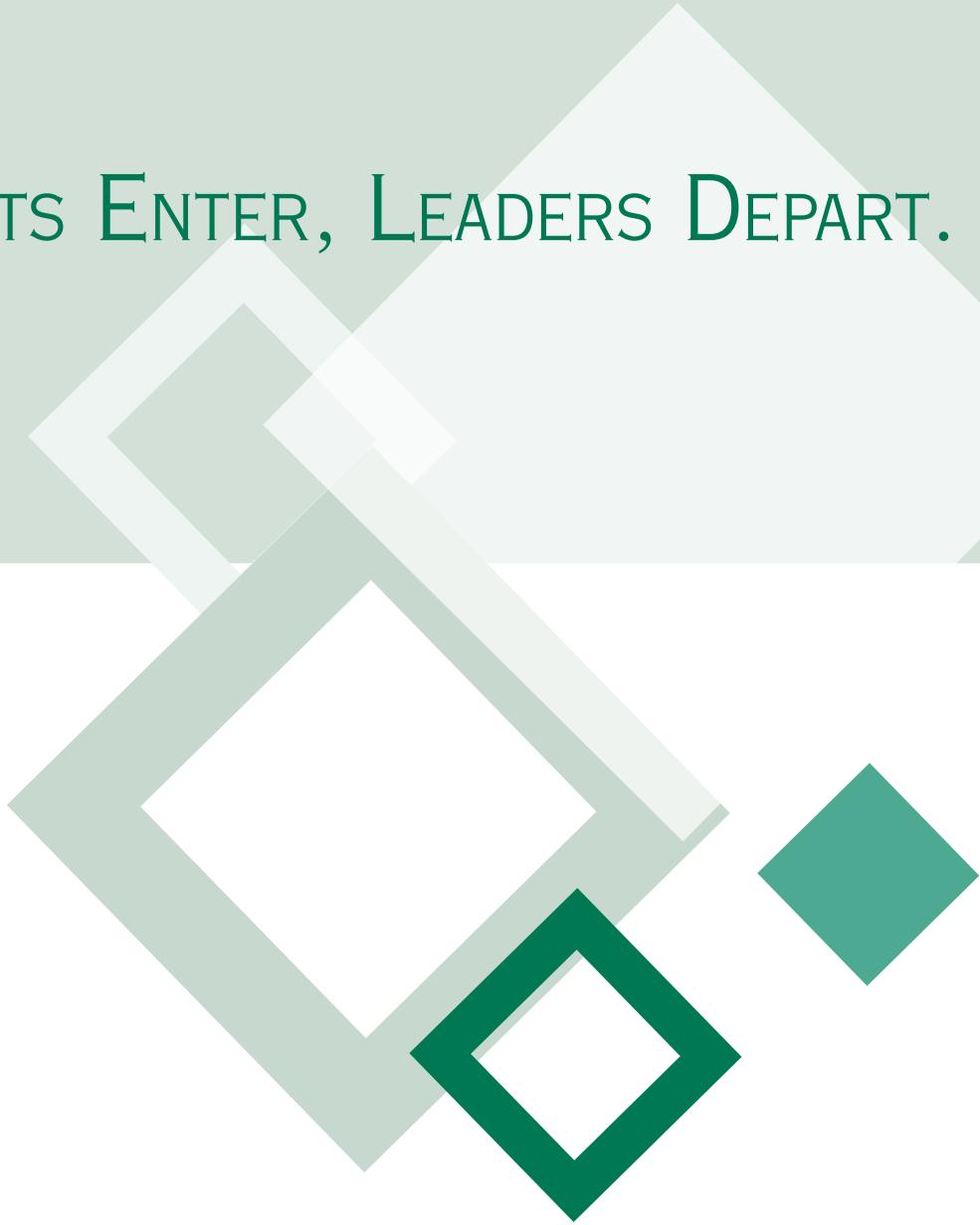


Damage Pricing Schedule FY2013-2014 (fees are subject to change)

FRONT DOOR LOCKSET	\$ 80.00
ROOM KEY	\$ 25.00
Holes in Walls/Ceilings	\$75 up to 1 sq. ft., plus \$6 per sq. ft. larger than 1 sq. ft.
BATHTUB	\$ 500.00 (used) \$700.00 (new)
BED FRAME	\$ 100.00
LIGHT FIXTURE, BATHROOM	\$ 35.00
BEDROOM DEADBOLT	\$ 50.00
LIGHT SWITCH	\$ 15.00
BEDROOM/BATHROOM LOCKSET	\$ 45.00
BLINDS	\$ 35.00
MATTRESS	\$ 100.00 (used full set) \$ 277.00 (new full set)
BOOKSHELF	\$50
HOOD	n/a
CABINETS	\$175.00
MIRROR	\$100.00
CARPET CLEANING	n/a
OUTLETS	\$ 15.00
CARPET -HALL REPLACEMENT	n/a
OVEN/RACKS	\$15.00
CARPET-LIVINGROOM REPLACEMENT	n/a
PAINTING WALLS/CEILING	\$35 minimum, plus \$1 per sq. ft. over 35 sq. ft.
CARPET-BEDROOM REPLACEMENT	n/a
CLOSET SHELF	\$30.00
REFRIGERATOR	\$377.00 (used) \$477.00 (new)
COFFEE TABLE	\$100.00
SHOWER ROD	\$20.00
COUNTERS	\$ 75.00 - 250.00
SINK, BATHROOM	\$ 125.00
DESK	\$ 60.00 (used) \$80.00 (new)
SINK/FAUCET	\$ 125.00
DESK CHAIR, ea.	\$ 75.00
BUILDING SYSTEM DETECTOR/ AUDIBLE	\$ 75.00
DESK DRAWERS, ea.	Entire desk replacement (see cost of desks)
SMOKE DETECTOR (Local)	\$ 20.00
DINING TABLE	\$ 75 (used) \$175.00 (new)
SOFA	\$ 325.00 (used) \$475 (new)
SOFA CHAIR	\$ 250.00

DOOR JAM REPAIR	\$ 75.00
SOFA CUSHION (damaged - replacement)	\$ 60.00 (for cleaning/ damage)
DOOR REPAIR (small hole)	\$ 50.00
STOVE	\$ 380.00 (new) \$290 (used)
DOOR REPLACEMENT (entry)	\$ 350.00
THERMOSTAT	\$ 30.00
DOOR REPLACEMENT (bedroom, closet, bathroom)	\$ 150.00
TOILET	\$ 150.00
DRAWERS, (Kitchen/Dresser) ea.	Cost of entire drawer (set of 4) \$150.00
TOILET PAPER HOLDER	\$ 10.00
DRESSER	\$ 180.00
TOILET SEAT	\$ 18.00
END TABLE, ea.	\$ 30.00 (each)
TOWEL RACK	\$ 22.00
EXTRA CLEANING (each room-kitchen, bath, living, bedroom)	\$ 50 (flat fee)
TRASH REMOVAL	\$25 (per bag)
EXTRA CLEANING (STOVE)	\$ 35.00
VANITY	\$ 60.00
FLOOR	\$25 per 12" X 12" tile
WINDOWS	\$175.00 glass replacement/\$50.00 screens
FLOOR, CERAMIC TILE	n/a
FURNITURE CLEANING	\$50 (light soil)/ \$100 (heavily soiled)

STUDENTS ENTER, LEADERS DEPART.





INTERDENOMINATIONAL THEOLOGICAL CENTER

700 MARTIN LUTHER KING JR. DR.
ATLANTA, GA 30314-4143
404.613.6394

