

## Franklin College Switzerland Housing Agreement - Academic Year 2012-2013

Each resident is responsible for knowing and upholding the policies of Franklin College Residences, which are listed below. Additionally, each resident is responsible for knowing and upholding the Franklin College Student Code of Conduct, published annually in the *Franklin College Academic Catalog*. Please read this contract thoroughly. Your signature at the bottom confirms that you have read and understand this document.

1. Your contract is for the following dates (Check only 1 Line);
  - a. ☐ First Year Student **23 August 2011 - 18 December 2011 / 19 January 2012 – 21 May 2012**
  - b. ☐ Fall Only Student **23 August 2011 - 18 December 2011**
  - c. ☐ Spring Only Student **19 January 2012 – 21 May 2012**
  - d. ☐ Returning Student **26 August 2011 – 18 December 2011 / 19 January 2012 – 21 May 2012**
  - e. ☐ Summer Student
2. The agreement to live in a College Residence is for both fall and spring semesters (with the exception of semester abroad students).
3. Franklin College requires all full time students not residing with their parents or legal guardians to live in a College Residence. Students may live off campus only if they apply by May 31, 2011 (Students who are a Leave of Absence in Fall must apply for off-campus approval by November 1 for the Spring semester) and meet the following requirements:
  - a. Have over a 3.0 cumulative GPA
  - b. Have written permission from a parent or legal guardian.
  - c. Have at least 60 Credit hours or be over 20 years of age.
  - d. Sign the Off-Campus Living Agreement.
  - e. Be in good standing and have no Class 2 or Class 3 conduct violations in their file for at least one academic year prior to the application deadline.
  - f. Receive permission from Franklin College.
4. All College housing is to be occupied only by the student/s to who/m the specific room/apartment has been assigned. The College reserves the right to make changes in room/apartment assignments, to use unoccupied spaces in a room/apartment, or to relocate students should the need arise. Any student occupying a double room as a single will be billed the single rate.
5. Prior to a student occupying a room/apartment, the condition of the room/apartment is assessed with special attention given to existing damage. Students are held responsible for the condition of their rooms/apartments, doors and furnishings. Doors may not be removed from their hinges.
6. Students will be assigned a room/apartment key and must sign for this key. This key becomes the sole responsibility of the student. If this key is lost the student agrees to pay for the replacement of the entire lock.
7. Attendance at Monthly Residence Hall Meetings is mandatory. Failure to attend these meetings is a violation of the housing contract and will result in disciplinary action by the College.
8. Students are expected to properly dispose of trash. Failure to do so will result in fines. Additionally, students who are occupying rooms/apartments with balconies are required to keep

their balconies clean and orderly. Cans, bottles, boxes and trash must not be left on balconies or in common areas.

9. The student agrees that authorized individuals shall be permitted access to the room/apartment in compliance with the apartment entry policy described in the Student Handbook. This includes maintenance, housekeeping, emergencies, or reasonable belief that a violation of College policy and Code of Conduct (as stated in the Academic Catalog) has taken place.
  - a. In the case an apartment is found to be in an unsanitary or unsafe condition, the College reserves the right to have the apartment cleaned or repaired by a professional at the student's expense – an expense to be paid in cash within 24 hours of the labor.
10. The following items are STRICTLY forbidden from the residence halls as well as College property. Any student who is found to be in possession of any items listed below will face immediate disciplinary action and probable dismissal from Franklin College.
  - a. Firearms (real or replica), ammunition, or other lethal weapons, including knives, which could inflict bodily harm.
  - b. Fireworks or any material that may create a fire hazard.
  - c. All illegal drugs as outlined in the Franklin College academic catalog, including Marijuana.
11. Damage to public areas, furnishings, equipment or College housing facilities, which cannot be charged to any individual(s), will be pro-rated between all residents of the floor or hall as appropriate.
12. Students may not paint their rooms or tamper with electrical wirings, outlets of fixtures.
13. All Residences are SMOKE-FREE (including balconies) except in designated smoking areas outside of the buildings.
14. Pets are not allowed in residence halls.
15. Students are not permitted to host parties in their rooms/apartments or in common areas of residences.
16. The use of stereo equipment, radios, televisions gaming systems, etc. is permitted subject to the condition that they are used in such a way as not to interfere with the rights of others. "Courtesy Quiet Hours" are in effect TWENTY-FOUR hours a day. During this time, students are expected to respect the rights of others.
  - a. Violation of this policy may result in confiscation of student's equipment until an agreement is reached.
  - b. Students who wish to use such equipment are subject to Swiss Laws and must pay Swiss Taxes.
17. All furnishings assigned to a resident's apartment must remain in that apartment. Room furniture is not to be placed on balconies. Additionally, it is the student's responsibility to remove any outside furnishings that were purchased throughout the year BEFORE check-out. Lounge furniture must remain in the lounges and is not to be placed in student rooms/apartments.
18. Any items left in the residence halls or a student's room after the check-out date become property of Franklin College and previous owners will be assessed a removal fee.
19. The College makes every effort to protect the property of students, but cannot be responsible for loss or damage to a student's personal property due to fire, theft, or other causes. Students

are strongly encouraged to **keep their room doors locked** at all times and to insure their belongings.

20. There is no refund for Residence charges once a student has signed out the key and checked into a room.
21. Each semester the student's account is charged a 'residence damage deposit' of 400 USD / 400CHF.
  - a. This deposit is to help offset the cost for end of the year charges for: cleaning, damages, removal charges.
  - b. This deposit is refundable after the check-out has been completed.
  - c. This charge is credited and refunded (where applicable) at the end of each semester.
  - d. Failure to complete an official check out with a Resident Assistant will result in an Improper Check-Out Fine.
  - e. According to *Franklin College Academic Catalog* the Bursar's Office has 4 months (from the date of a student's departure from Franklin College) to financially refund the damage deposit.

I agree to abide by all terms and conditions as stated above, along with all published policies, procedures, and rules of conduct in the Student Handbook and Academic Catalog. Violations of the terms of this agreement, or policies outlined in the Student Handbook or the Academic Catalog will be handled through the College judicial process. Please note that the College reserves the right to treat such violations as breaches of the agreement. **Any student dismissed from a Franklin College residence or from Franklin College for academic or disciplinary reasons during the semester is not entitled to a refund.** Your signature indicates that you have received and read this entire agreement, understand the terms, and agree to uphold its terms and conditions. By signing this contract you also agree to pay the entire amount of the rent specified by the College, and you agree to use this address as your legal residence for the dates specified above.

Residence \_\_\_\_\_ Room \_\_\_\_\_

Office of Student Life \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Student Name (please print) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_