**TERMS OF KNOLLCREST EAST**
**APARTMENT AGREEMENT**
**2017-2018**

The housing terms specified below constitute the terms of an agreement between Calvin College and the student. The agreement does not create a landlord-tenant relationship.

**Dates of Agreement**
The following calendar information clarifies the dates covered by the Terms of the Agreement. The opening date and time for the above academic year is August 30, 2017, at 9:00 a.m. for new students and September 1, 2017 at 9:00 a.m. for returning students. Students staying in housing over Christmas break will be required to register with the housing office. Students leaving on-campus housing after interim must be checked out by noon on the day following interim. Those moving in for second semester may move in on January 2, 2018 after 2:00 p.m. Students must check out for the school year by 10:00 a.m. on May 18, 2018, or within 24 hours of their last exam, whichever is earlier. The area coordinator may make exceptions for graduating seniors and those with special circumstances.

**Terms of Agreement**
The Student Agrees to the Following:

a. Maintain a lifestyle guided by Biblical principles and reflecting a Christian commitment.
b. Pay Calvin College the sum stated in exchange for living accommodations and meals.
c. Become familiar with and adhere to all regulations of the College and governing bodies of Knollcrest East as stated in the Student Conduct Code and Knollcrest East Living booklet.
d. Cooperate with staff members in carrying out the aims of Calvin College and Knollcrest East.
e. Maintain full-time enrollment during the regular semester as well as Interim. Students who are not enrolled for at least 3 credits during interim but wish to live on campus must communicate their plans with the area coordinator. The area coordinator is authorized to make residency decisions for students not taking classes but involved in area internships, independent study, and in some cases, work situations.

The College Reserves the Right to the Following:

a. Hold residents of Knollcrest East responsible for damage and losses to apartment property.
b. Make any reassignment or adjustment in accommodations deemed necessary by the staff. If someone in an apartment cancels, the college will assign another person to the apartment but will not exceed four residents per apartment, except in cases where students apply as a group of five. The college also reserves the right to control use of rooms in event of an epidemic or emergency and, after prior notification of the student, to use the rooms during the regular college recesses.

c. Make routine room inspections upon proper notification in advance by the area coordinator.
d. Enter student rooms without prior notification and/or permission when there is good reason to believe there is a violation of college or state regulations or for maintenance purposes during college vacation periods.
e. Cancel the agreement if a student does not maintain full-time enrollment (a minimum of 12 semester hours) or does not attend classes regularly.
f. Students gone for academic reasons during Interim should contact their course instructors for information about off-campus study and its implications for campus housing credits.

**Restrictions**
Taking into consideration respect for fellow residents and college property, and considering standards of behavior Calvin College expects of its students, the college prohibits the following in Knollcrest East. This list is not exhaustive; items not included here but listed in the Knollcrest East Living booklet also constitute terms of this agreement.

a. Use of rooms or facilities in Knollcrest East for any commercial purposes whatsoever.
b. Soliciting, peddling, or vending of all types and distribution of literature by residents or outsiders without approval of the dean of residence life.
c. Use or possession of firearms, fireworks, or explosives of any sort.
d. Possession of mercury thermometer or other toxic or hazardous chemicals as directed.
e. Use or possession of other weapons, including switchblades, paint-ball guns, potato launchers, slingshots, and similar devices.
f. Possession of alcoholic beverage containers, use or possession of alcoholic beverages, illegal drugs, or drug paraphernalia.
g. Presence in an apartment or room in which alcohol is present and/or being consumed.
h. Engaging in conduct promoting sexual intimacy—i.e., nudity, partial undress, lying or sleeping in bed together.
i. Inappropriate or offensive posters or room decorations.
j. Degrading, hurtful, or offensive language.
k. Weight lifting equipment and water beds in student rooms.
l. Installations of outside aerials.
m. The housing of birds, cats, dogs, and all other pets (except fish).
n. Removal of window screens.
o. Use of drum sets. Electric guitars or any amplified instruments must be used within noise guidelines or they will need to be removed.
p. Removal of or tampering with smoke detectors or room accessories (draperies, doors, or any other items fastened with hardware).
q. Removal of any college furniture from student rooms and/or disassembling of furniture.
r. Balcony decorations deemed inappropriate by the Knollcrest East Area Coordinator.
In addition, the college staff reserves the right to regulate any activity or property used in Knollcrest East that may threaten the health, safety, or well-being of the residents or damage building property. The college also reserves the right to regulate the outward appearance of Knollcrest East.

Further expectations of resident students are described in detail in the Knollcrest East Living booklet, distributed to all residents.

**Apartment Accommodations**

Apartment furnishings include beds, desks, chairs, bookcase, kitchen table or counter eating area, dressers, wastebaskets and mattress pads. These furnishings are not to be removed from the student’s apartment. The students must provide their own sheets (extra-long twin), blankets, bedspreads, towels, washcloths, and pillows.

**Board**

There is no required meal plan in the apartments. However, students may choose the “Community Dining Plan” and may sign up for this at a later date. Available only to students not living in residence halls, the Community Dining Plan can only be used in the Commons or Knollcrest Dining Hall. Unlike the 10-15- or 21-meal plans which must be used within a one week period, community dining meals are available to use at any time throughout the semester, with no limit on any specific day or week. Community dining meals may be used by the purchaser and his/her guests. Additional blocks of 10 meals may be purchased if desired through Dining Services.

**Community Dining Plan Refund/Cancellation Policy:**

The Community Dining Plan is not refundable after the first week of each semester, and unused meals at the end of each semester will be forfeited (Fall semester plans will expire at the end of Interim). Students discontinuing from Calvin College during the semester will receive a prorated refund based on the number of days remaining in the semester or a refund for the balance of unused meals, whichever is less.

Community Dining Plans may be shared with others as listed above, but the college considers any tampering with a college I.D. or unauthorized use to be a serious offense for which a student will receive a fine and be referred to the Dean of Residence Life.

**Room and Board Fee**

The fee for Room and Board is payable by mail or at the financial services office at the beginning of each semester, or according to a schedule of monthly payments and due dates established by the college.

If a student discontinues Calvin during the agreement period, his/her room and board charge will be calculated for the time in residence based on the checkout date.

**Keys/Building Access Cards**

A resident is issued a key when moving into Knollcrest East. This key is returned to the college when the resident moves out of Knollcrest East. A charge of $25 per key is assessed for lost keys and keys not returned. For security purposes, a card access system for Knollcrest East is in place. This card is also your ID /meal card. The replacement cost for a lost ID is $25.

**Campus Activities Fee**

Campus activities fees are assessed from each student once at the beginning of the year and are not refundable. These funds are used by the PAC, the Resident Assistants, and the Student Activities Board for academic, social, cultural, religious, and educational activities for students throughout the college year.

**Housing Damage and Cleaning Charges**

When a student leaves campus housing, for whatever reason, a final check-out will be done by Residence Life staff. Students are asked to thoroughly clean and restore their room/apartment to its original arrangement. Failure to properly check out or clean the room will result in cleaning charges and fines, up to $200, charged to the occupant’s miscellaneous account with Financial Services.

Any damage to, or loss of, college property (excluding incidental wear and tear) will also be charged to a student’s miscellaneous account, when the damage occurs or as part of the final check-out process each year.

**Breaking an Apartment Agreement**

Full-time students who remain at Calvin may not break an apartment agreement unless given permission by the residence life office or Knollcrest East Area Coordinator.

If permission is not granted, the student will be charged full room and board for the duration of the agreement. If permission is granted, students will be charged a $200 fee for breaking the agreement. Permission will only be given for extenuating circumstances.

**Loss**

Although the college will use all reasonable efforts to protect the students’ property, it is understood that the college is not in any way liable for the loss, theft, or damage to any property belonging to residents. The student agrees to cooperate with his/her roommate in the common protection of property. Apartment doors should be locked when the apartment is not occupied. Personal items left in the trunk rooms must be labeled properly and may be disposed of after a student leaves college housing.

**Termination of Agreement**

Requests for agreement termination will be granted only in case of withdrawal from the college or upon special appeal approved by the Knollcrest East Area Coordinator or the residence life office.

The college may terminate this agreement and take possession of the apartment at any time for violation of any of the provisions herein; for the violation of college regulations; for health or social reasons; or for any other reason deemed sufficient by the college. The college will take possession of the apartment within 24 hours after the occupant’s withdrawal from the college.

**Apartment Capacity is 4 Students**

Groups of 3 or fewer may have students added at any time during the school year. The college reserves the right to fill each apartment to capacity. The college also reserves the right to consolidate similar apartment groups into 1 apartment. This would result in some students being reassigned to a different apartment.