



ACT STUDY ABROAD HOUSING AGREEMENT

The American College of Thessaloniki offers off-campus housing to study abroad students in downtown Thessaloniki, served by the ACT shuttle bus and the Thessaloniki public bus system (OASTH).

Studios are furnished and include a kitchenette and a bathroom. All studios are non-smoking.

Semester <i>(please check all that apply)</i> : <input type="checkbox"/> Fall <input type="checkbox"/> Spring I <input type="checkbox"/> Spring II <input type="checkbox"/> Summer	Year:	Today's date <i>(DD/MM/YYYY)</i> :
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Last name:	First:	Middle:
Home institution	Email address	Gender: <input type="checkbox"/> M <input type="checkbox"/> F

Accommodation preference *(Please check to indicate your first choice.)*

- Single studio (additional fee applies)
- Double studio

If you would like to be assigned a studio with a specific student, please provide their name
(Roommate requests will only be honored if both students request each other.)

By signing below, I confirm that I have read and agreed to the attached ACT Housing Policy.

Name and signature

IMPORTANT INFORMATION

- Your housing is reserved once ACT receives your housing deposit.
- Single studios are allocated on a first-come-first-served basis, according to the date that the deposit was received, and are subject to the single studio fee.
- Cancellation policy: Housing deposit is not refundable if housing is cancelled after the application deadline. Housing cancelled within one week of the program start is billed at 50%. Housing cancelled upon arrival is billed at 100%.
- The housing deposit is refunded at the end of the semester, less any housing charges (e.g. charges for damage to the studio during your stay).
- Housing assignments are sent out approximately ten days before move-in.
- Students must reside in ACT housing unless a waiver is granted by ACT and the home institution.
- Contact ACT Student Services with questions about housing: studentservices@act.edu

THE AMERICAN COLLEGE OF THESSALONIKI



ACT Study Abroad Housing Policy

INSTRUCTIONS: Students are required to agree to this ACT Housing Policy as part of the housing application process. The signee is bound by the terms of this agreement and failure to comply may lead to eviction from housing without any reimbursement.

KEYS: Students will be issued an apartment key and a front door key when they check into their apartment. If the key is lost, the student will be charged €10 for the cost of replacing the key. If the key is lost under circumstances that may enable third parties to identify whose key it is, the entire lock must be changed, at a cost of €100 or more. Students should carry their keys with them at all times.

SAFETY: When entering or exiting the building, students must ensure that the entrance stays closed to prevent unauthorized access. Students should also lock the studio doors when sleeping or when going out. Windows and balcony doors should also be shut when students are not in the studio.

ROOM CHANGES: Changing rooms without ACT permission is not allowed. In case of roommate incompatibility or other justifiable reasons for switching rooms and/or roommates, permission needs to be obtained from the Student Services Office or the International Programs Office; where no mutually agreed arrangements among all interested parties are forthcoming, ACT reserves the right to decide how the rearrangements will take place (i.e. which roommate will move to what room and to which building) after weighing all relevant issues.

CARE OF STUDIO: Each student is responsible for the care, cleaning and protection of the furnishings in his/her studio. Students will be required to pay for any damage to walls, furniture or equipment beyond normal wear and tear. This includes damage caused to walls by tape, paste, glue, nails, tacks, blue tack, stickers or any disfiguring materials. Unannounced room checks may be made periodically to ensure that rooms are kept in good condition.

CLEANING: The daily care and cleaning of the studio is the responsibility of the resident. Taking trash out to the dumpsters daily is also the responsibility of each resident. On each floor there is a broom, a dustpan, a mop and a bucket that students can borrow to clean their studios. To ensure availability for all floor residents, these items must be returned without delay and not be kept inside any studio. Students must ensure that any items borrowed are returned in the same condition.

The residence hall, including entrances, stairs, elevator, hallways and common areas will be cleaned weekly. Studios will also be cleaned weekly according to the schedule provided. The cleaning will only address major surfaces (floors, tables, countertops etc.). Surfaces will only be cleaned if free from personal items as the cleaning crew has been instructed to refrain from rearranging personal belongings. Problems in connection to the cleaning service should be reported to the RA within 24 hours by email or it will be presumed that the cleaning was properly conducted.

TOILET CARE: Greek plumbing gets clogged easily. Please do not flush toilet paper, baby wipes, paper or other sanitary products down the toilet. Use the provided waste bin instead.

ELECTRONICS & APPLIANCES: If you plan to use appliances from home, you must purchase an adapter and voltage converter (many come as one unit) for European countries (220 volts; two thin round prongs). Do not try to use an adapter alone. This will damage both your appliances and the electricity circuit.

WATER BOILER: Each apartment has a fuse box in which each switch is marked with a letter, except for the first one on the far left which is the main switch. This controls the electricity for the entire studio. The other fuse/switches may vary in their placement order. The "up" position is ON and the "down" position is OFF. The **B** stands for boiler, or the hot water heater, located in your bathroom. This also supplies hot water to the kitchen sink. When a student needs hot water, they must switch the **B** up and wait for 15-20 minutes to get enough hot water.

Students must **NOT** leave the boiler switch in the up position for extended periods of time as this may irreversibly damage the entire boiler. The B switch must be turned off before using the hot water.

HEATING: Heating is controlled by a switch and dial thermostat. Keep the dial set to 21°C while in the studio and turn off the heater when you exit. Excessive heating bills may be cause for charges that will be incurred by the tenants of the studio.

AIR-CONDITIONING: The air-conditioning is exclusively for use during the summer term only. An extra cost is included in housing fees for students who use the air-conditioning during the summer season. Tampering or turning on the air-conditioning without permission and approval will be cause for charges that will be incurred by the tenants of the studio.

SAFETY AND ENERGY-SAVING: To prevent accidents and minimize energy waste, the water boiler, studio heating, air-conditioning, lights and other appliances must always be turned off when leaving the studio. There will be regular checks in studios to ensure that no appliances have been left running. Excessive utility bills will be deducted from the students' housing deposits before departure.

FURNITURE: Furniture should not be re-arranged in the studios, especially the wardrobes and the beds; they should not be moved from one studio to another, nor should beds be dismantled. Building lofts, using cinder blocks, bunking beds, or stacking furniture is not permitted. Damage to college/college-rented property will lead to disciplinary action and fines.

LAUNDRY FACILITIES: Laundry facilities are provided as a courtesy only and the college shall under no circumstances be held liable for damaged or lost items. The washing machines must always be left in a proper operating condition. Clothes that have been washed must be removed from the washing machines without delay so that others can take their turns using the machines. For hygiene and safety reasons, bags, linens and clothes must not be left in the laundry area. Any such items will be removed and thrown away. Students who would rather drop off their laundry can use one of the full service wash/dry cleaning services available at a fee. For instructions on use of the machines, speak with an ACT RA. Improper use resulting in damage will be charged to the student.

QUIET HOURS: Residents are to avoid disturbing others on a 24-hour basis and particularly during quiet hours. Excessive noise is prohibited at all times, including radios, alarm clocks, and loud conversations. Big sound equipment, such as amplifiers, drums, or electric guitars, is not allowed in the studios.

Designated daily quiet hours in Greece are 3 pm - 5:30 pm and 10 pm - 7:30 am.

Parties (large/boisterous gatherings causing disruptions to other residents or the neighborhood) are not allowed in student housing.

If a resident has a problem with noise, the first step is to talk to the resident(s) who are creating the noise. The students assigned to the studio where the disturbance occurs will be held accountable. If the noise continues after a resident has confronted the situation, the RA should be contacted. If that RA is not available, report the incident to the Student Services Coordinator first thing the following day. During final examinations each term, 24-Hour Quiet Hours will be enforced.

GUEST POLICY: While they are in the building, guests are expected to fully abide by all rules applicable to residents. ACT staff (including RAs) may ask guests to leave if such guests' presence is disruptive in any way.

Overnight guests are not allowed in ACT housing. Staying overnight is defined as staying any time between 11 pm and 7 am. Providing lodging to anyone may be grounds for eviction. Guests found in the apartments will be asked to leave immediately and not allowed to re-enter college housing.

ILLEGAL DRUGS & ALCOHOL: Greek law is very strict regarding use or sale of narcotics. Possession of small amounts of any illegal drugs may result in severe penalties, usually including imprisonment. ACT has a zero-tolerance policy for illegal drugs. The use of or possession of illegal drugs, narcotics, or hallucinatory agents in the housing is prohibited. Any student suspected of possessing or selling drugs or narcotics, who has been convicted of illegal use, possession, or sale of drugs or narcotics shall be disciplined accordingly and evicted from housing. Any drug residue or paraphernalia including, but not limited to hookahs, found in the studios is also sufficient evidence for eviction.

Alcoholic beverages are allowed in the confines of the studio BUT MAY NOT BE CONSUMED IN THE COMMON AREAS OF THE BUILDING (elevator, stairways, lounges, etc.). Damage to floors in the common areas from spilled wine/spirits may result in a collective fine for the residents of that floor. Students may only bring into the building a reasonable amount of alcohol for their personal use. Excessive amounts of alcohol found in a studio will be considered a housing violation. Drinking games and paraphernalia are strictly prohibited.

Use of any illegal drugs and excessive use of alcohol may result in expulsion from the Program.

Studio searches can be performed by an ACT staff member in the presence of the occupant unless a serious need warrants an exception. In case of an emergency and in the absence of the occupant, a search will be performed in the presence of at least two ACT staff members.

SMOKING POLICY: Student are strictly NON SMOKING (this includes balconies).

PETS: Pets are NOT permitted in the residence halls under any circumstances, including brief visits or temporary stays. This applies to, but is not limited to dogs, cats, birds, hamsters, snakes, mice and other rodents.

PROTECTION OF PERSONAL PROPERTY: The College will not be liable for the loss of money, other valuables, or damage to the property of any resident.

UNFORESEEN CIRCUMSTANCES AND EMERGENCIES: In case of unforeseen circumstances or emergencies of any kind that occur when students are in ACT housing or otherwise affect ACT housing, students must faithfully follow any instructions provided by ACT staff.

FIRE ALARMS & FIRE EQUIPMENT: Activating fire alarms or using fire extinguishers when there is no fire is a serious housing violation. Using fire equipment when there is no fire could result in eviction of the perpetrator(s).

In case of an emergency, please call 112 (European Emergency Number) from any phone.

VACATION PERIODS: The housing buildings stay open during school breaks. For reasons of safety and notification in case of emergency, when travelling, students are encouraged to fill out the travel form provided by the International Programs Office.

MOVING OUT: All residents must vacate their apartments by the housing close dates as listed on the ACT website. Students must leave their apartments in the condition they found them, including throwing out trash.

HOUSING DEPOSIT REFUND: Housing deposit refunds (less any housing damage found) are provided approximately 5 days before the end of finals and after final housing checks have been conducted. Refunds are provided in euros and the amount is based on the exchange rate of the date when the deposit was made. Students will be charged for any damage found in their apartments that was not reported in the housing damage checklist during move-in, including damage that occurs between housing checks and moving out. In the case that damage occurs after the deposit has been refunded, the student is responsible for payment to ACT. Failure to do so will delay the issuance of the transcript until all financial obligations are met.

HOUSING VIOLATIONS: Students are expected to commit to a cooperative residential life. Violations of the ACT Housing Policy will be reviewed on a case-by-case basis. The home school may be notified.

REMOVAL FROM COLLEGE HOUSING: The Director of International Programs may remove a student from college housing for misconduct. Under normal circumstances the student will be required to vacate the studio within a week.

If the student has not vacated the premises by the designated time, College-designated personnel will remove the student's personal effects from his/her studio. The College assumes no legal or financial liability for the security of such effects.