

ACCOMMODATION CONTRACT FOR THE ACADEMIC YEAR 2016/2017

1) Parties to the contract

This Contract is made between the International Business College Mitrovica, hereby referred to as IBCM, and the student whose name and information are listed below. The student should carefully review each section below and initial on the line to confirm that they have read and understood each part.

Full name of Education Institution:	International Business College Mitrovica (IBCM)
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Full name of student:	
ID or passport number:	
Nationality:	
Date of birth:	

2) Acknowledgment of dormitory placement and furnishings

Initial: _____

- I accept that I will be accommodated in the IBCM dormitory at _____, Mitrovica from ____/____/____ to ____/____/____.
- I accept that the full accommodation cost will be covered by IBCM only for the academic year 2016/2017.**
- I acknowledge that IBCM only covers the cost of IBCM dormitories during the regular academic year up until the first attempt final exam week is completed. Dorms during the summer final exam re-sit period is not covered by IBCM.
- If applicable I acknowledge that, IBCM will only cover the cost of the dormitory while I am on internship if the internship takes place in Mitrovica and subject to availability of funding.
- On ____/____/____, inspected the property with (_____). I acknowledge that all furniture, equipment and installations are functioning properly and are in satisfactory condition. The following items are present in the dormitory on this day:
(See attachment)
- I will keep the IBCM premises, IBCM equipment and dormitories, provided by the IBCM, clean and undamaged. If I cause any damage to IBCM premises, equipment, or dormitories, **I understand that I must pay for the damage at market price, established by the IBCM.** In addition to this, I accept responsibility for the behaviour of my guests, and **I must pay for any damage they cause to IBCM premises, equipment or dormitories at market price, established by the IBCM.**

3) Responsibility for room and furnishings

Initial: _____

- The items listed in Section 2b are the property of the IBCM and or the landlord of the property. I agree to maintain these furnishings in good condition and not to remove them from the provided dormitory.
- At the time of my moving in, all furnishings and installations were fully functioning. I accept to treat the items listed in part 2b with care.
- I understand that in case of any damage and/or malfunction of furniture or installations of any kind, my roommates and I are held collectively responsible. As a result, **the repairing of such damages or malfunctions in the dormitory is the student's' responsibility.**
- I acknowledge that the IBCM has the right to charge for any damage, whether caused by myself (the student), any of my roommates, my guests or any of the guests of my roommates.
- I acknowledge that I must pay for any damage that I cause to IBCM dormitories at market price, established by IBCM.**
- I understand that IBCM is not responsible for theft of personal property while residing in IBCM dormitories.

International Business College Mitrovica

Website: www.ibcmmitrovica.eu - Mail: info@ibcmmitrovica.eu

4) Proper use of dormitories

Initial: _____

I agree to abide by the following regulations regarding proper use of the dormitory provided by IBCM.

- a) I will not copy any keys for any of the doors of my student dormitory.
- b) I will not allow any guests to stay in my dormitory overnight.
- c) I will respect night hours from 00:00 to 06:00.
- d) I will keep my dormitory clean. I will remove waste regularly.
- e) I will not use any illegal drugs in my IBCM dormitory.
- f) I understand that a violation of these commitments can lead to my immediate eviction from the IBCM dormitory.

5) Attendance requirements

Initial: _____

Residence in IBCM dormitories is dependent on maintaining a sufficient level of attendance in coursework.

- a) I recognize that IBCM will monitor my attendance and IBCM reserves the right to take action in light of absence in excess of what is established in this contract.
- b) **I must attend 75% of classes** as an absolute minimum in order to continue residing in IBCM dormitories.
- c) I recognize that this 75% minimum attendance applies only to the housing agreement and has no bearing on my academic standing.
- d) I understand that student attendance will be monitored on a biweekly basis. Every two weeks, IBCM staff will calculate average attendance and notify students residing in dormitories if their attendance has fallen below the acceptable 75% mark without a justified excuse.
- e) In the case of absence due to illness or emergency, I will promptly present evidence to the office of Student Services in order to excuse the related absences. Absences due to other sorts of conflicts may be excused at the discretion of the lecturer provided that a clear plan to account for the absence is established. In this case, I will present a clear, written agreement with the course lecturers whose classes I have missed stating that my attendance in that period has been excused.
- f) For unexcused absence, I will face the following consequences:
 - I. First warning: The first warning is sent when student attendance falls below the acceptable 60% threshold.
 - II. Second warning: The second warning is sent if the student fails to sufficiently raise their attendance by 2 weeks after the first warning.
 - III. Third warning: Students will be asked to leave IBCM dormitories on the third consecutive notice of insufficient attendance.
- g) If a student is expelled from their dormitory, only the provision of accommodation is forfeited. Students remain entitled to attend courses at the IBCM.

6) Financial requirements

Initial: _____

Residence in IBCM dormitories is dependent on maintaining good financial standing with the college.

- a) I recognize that students are expected to pay college tuition and/or housing fees on a timely basis and in accordance with any financial agreements I have with IBCM. IBCM will monitor the financial standing and of all students residing in IBCM dormitories.
- b) I understand that students with outstanding bills in excess of one month past the due date will be asked to vacate dormitories.

A copy of the signed contract will be provided to the student upon signature of both parties.

Mitrovica, on ____ / ____ / _____

Student

On Behalf of IBCM