

Boarding Home Rules
for the boarding homes of the Academy for Hearing Acoustic, facilities of the Federal Guild of
Hearing Acoustics, public law corporation (KdöR), seat Mainz

1. Scope

- The boarding home rules apply to all boarding homes of the Academy for Hearing Acoustic. The boarding homes are student residents linked to the school according to § 125 (4) education act Schleswig-Holstein.
- The boarding home rules apply on weekends, too.

2. Arrival - Departure

- For organizational reasons students must arrive between 4 p.m.- 7 p.m. on the day before the first day of class.
- In case there are compelling reasons which make it impossible to arrive during this time, we ask for prior notification during our office times (Tel. 0451-5029-120, Monday through Thursday from 07:15 a.m. to 06 p.m. and Friday from 07:15 a.m. to 3 p.m.)
- Arrival and departure is in your own responsibility. In the case of minors, it is the responsibility of the parents or legal guardian.
- Cases of illness or accidents have to be reported immediately to the teacher in charge and the service centre. In the case of illness, minors are permitted to leave for home only with the permission of the parents or the legal guardian.
- A security deposit in the amount of 20,00 Euro will be charged before hand-over of the room. This amount will be returned upon departure if the room was left in proper condition without any damages.
- Students are asked to vacate the room by 07:30 a.m. on the day of departure, as the housekeeping services need to prepare the rooms for the next arrival. You will receive further information about the exact procedure on the day of departure (e.g. where to leave your luggage) via notice board.

3. Rooms

- The boarding home administration will try to accommodate the requests made with the application in as far as the allocation of rooms is concerned, however there is no guarantee that all requests can be granted. A change of rooms is only allowed with prior explicit approval of the boarding home administration.
- Damages to the room and/or the furnishing, which are detected when moving in, are to be reported immediately to the service centre. When detected and/or reported later on, it is to be assumed that the resident caused the damage and will be charged accordingly. In case of lost room keys, you will be charged.
- Smoking, open fire, the use of heating stoves, immersion heaters, candles as well as the use of sandwich toasters, hobs, baking ovens or pizza ovens, microwaves or similar equipment is not permitted in rooms.
- Inventory and equipment (e.g. bedding) may not be removed from the rooms. It is not allowed to put up posters or other decorative items on the walls. Please use only the provided pin boards.
- Repair costs for damages or necessary special cleaning services will be charged to you. This applies especially for smoking or cooking in the room.
- Drying of laundry is not permitted in the room.
- Keeping fuel or acids in the boarding homes is strictly forbidden.
- Notify the Academy's service centre team immediately in case of special incidents, damages and need for repairs. In urgent cases, there is a night shift on standby between the hours of 8 p.m. to 6 a.m. in the facilities.

- Store any valuable items in the closets and keep these locked. The Academy for Hearing Acoustic will not assume any liability for lost property. In your own interest, we recommend to lock your room when leaving.
- Leave your rooms in the morning in a condition which allows proper cleaning. Only surfaces which are readily accessible will be cleaned. On campus and in all residential buildings waste will be separated. We kindly ask you to respect and support our environmental efforts.

4. Leisure, responsibility, consideration and night's rest

- All residents of the boarding homes are expected to behave in a way that they do not disturb or bother others. Keep the volume of music and the TV at an agreeable level. Respect the requests of other students for quiet time for studying. Keep the peace at night.
- Night hours start at 10 p.m. Minors have a curfew of 10 p.m. and must be in their dormitories by then. Exceptions must be confirmed in writing by parents or legal guardians. Minors must notify the service centre (building A) of their absence in any case, even if they have a written permission by their parents or legal guardians following paragraph 2 of these rules. Outside business hours of the service centre, residents must register, respectively deregister at the boarding home-supervision (building F). In case of an absence for longer than 8 hours – especially on the weekends – the approximate duration and the place of residence outside of the boarding homes must be handed in, as well as a reachable telephone number.
- In case of disturbances of a harmonious social life, nightly disruptions, vandalism etc. students may be expelled from the boarding homes. The residents of the boarding rooms are responsible for the order in their rooms.
- Consumption of alcoholic beverages is not permitted on campus or any of the boarding home buildings. In case of violation, students will be immediately expelled.
- Consumption or trade of illegal substances as well as animating other apprentices to consume drugs is strictly prohibited in all boarding home facilities. Disregard of these rules will lead to immediate expulsion and a report to the police.
- Smoking on campus is only allowed in designated smoking areas.
- It is not allowed to bring any kind of weapons.
- In case of non-compliance with the boarding home rules, the administration reserves the right to inform the training company and in case of minors also the parents or legal guardians.

5. Security measures

- We ask you to familiarize yourself with the notices on security procedures for emergencies and what to do in case of fire. The fire regulations of the Academy and the National Vocational School for Hearing Acousticians apply. We point out specifically that burning candles are not allowed.
- Rooms and hallways of the boarding homes are equipped with smoke detectors which will trigger a fire alarm to the fire department in case of smoke development. Unfounded triggering of the fire alarm will be entail heavy fines by the fire department. Currently the cost of calling out the fire brigade is at 650,- Euro. This amount will be charged to the perpetrator.
- Non-residents are generally not allowed to enter the boarding homes. Exceptions can only be made with prior approval of the boarding home administration. Guests have to leave the boarding homes before 10 p.m.
- The outside doors of the boarding homes must be kept self-locking in the evenings and during the night, to ensure that non-residents cannot enter the buildings. Parts of the buildings are under video surveillance. This measure is coordinated with the data protection authority.

6. Contacts for emergency

In the case of an emergency please contact

Campus: 0451 5029-121

Boardinghouse I: 0451 31700050
Boardinghouse II: 0451 58557410
Ausbildungspark Blankensee: 0160 90546010
Service centre: 0451 5029-120

7. Miscellaneous

- On campus trade by the apprentices is not permitted.
- Park your car in designated parking areas with a valid parking pass of the Academy of Hearing Acoustics. Emergency access roads and walkways may not be blocked, otherwise we will be forced to have your car towed at your expense.

Acknowledgment of the boarding home rules

- Grave lack of respect of the rules as well as the instructions of the administration/supervision can lead to expulsion from the boarding homes.
- With your move into the boarding homes of the Academy for Hearing Acoustic you acknowledge the boarding home rules.

Luebeck, May 2017



Jakob Stephan Baschab
Managing Director

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