

STEP EDUCATION STUDENT DORMITORY REGULATIONS AND THEIR AIMS

1. The dormitory regulations are applicable to those residing in or visiting the dormitory facilities. Students residing in the dormitory are responsible for ensuring that their guests observe these regulations. The regulations are valid for the duration of residency.
2. The regulations are in place to support students in becoming independent and to encourage responsible behaviour.
3. The aim of the regulations is to ensure a safe, comfortable and calm environment for living and studying and one that supports the well-being of students.
4. The aim of the regulations is to support and facilitate students' learning and growth as well as community inclusion and its development as part of the educational environment of STEP Education.
5. Every resident shall maintain an atmosphere that is conducive to living and studying.

1 DORMITORY HOUSING

- 1.1 Dormitory housing is only intended for those persons who have been granted the right of residence. The right of residence is granted by the regional manager. The student has the right of residence to the specifically assigned room.
- In order to live in the dormitory, the student must **participate regularly in studies in accordance with their study plan.**
 - The right of residence is valid during the school week from **Monday to Friday, as required by the studies.**
 - **Exceptions shall always be agreed on separately** with the responsible advisor or regional manager.
 - **Underage students are not permitted** to live in the dormitory during weekends.
 - Dormitory residents are obligated to notify the resident advisor if they will be spending a weeknight somewhere other than in the dormitory.
 - The student dormitory facility does not enable for couples to reside in the same room.
- 1.2 The dormitory can, when necessary, be used for other accommodation purposes (during weekends, internship periods and holidays), whereby the student is obliged to vacate their room for the school's use. Students will be notified of this in advance.
- 1.3 The visiting hours at the dormitory end at 9 p.m. Overnight guests are not permitted.
- 1.4 Students that become ill during the study week should primarily return to their home to convalesce. Students who are ill or not fully recovered should not return to the dormitory after the weekend.
- 1.5 Violating the personal integrity of another person by bullying, acts of sexual harassment or the touching of property is absolutely forbidden.
- 1.6 **Quiet time in the dormitory begins at 10 p.m.**, after which students are not permitted to visit in other shared or individual student rooms. Underage students must return to the dormitory no later than **9:30 p.m.**
- 1.7 Pets are not allowed in the dormitory.
- 1.8 There are common areas within the dormitory that are shared by residents. These areas must be kept tidy and used with respect. Every resident shall commit to doing their part to clean and maintain the common areas.
- 1.9 Students are responsible for cleaning their own rooms and emptying their waste bins. The

overall appearance of the room must remain tidy. The resident advisor will conduct room inspections regularly.

- 1.10 Dormitory residents commit to sorting their waste as instructed.
- 1.11 The possession of candles, fireworks, explosives, firearms and other similar weapons is absolutely forbidden in the dormitory. The use of personal electronic devices in the dormitory must be agreed separately.
- 1.12 Property belonging to the dormitory and its residents must be handled with care. Any damaged, lost or found property must be immediately reported to the resident advisor, building manager or cleaners. Residents are liable for any damage to their rooms or furnishings and for excessive cleaning costs, if they have neglected to comply with the residential guidelines.

2 SMOKING, INTOXICANTS AND NARCOTICS

- 2.1 Smoking is forbidden in the dormitory as well as in all other indoor and outdoor areas utilised by STEP Education. The smoking ban also applies to e-cigarettes and smoke-free tobacco products, such as snuff (in accordance with the currently valid Tobacco Act 549/2016). The outdoor areas used by the school refer to properties governed by STEP Education. The smoking ban applies to students, school personnel and visitors.
- 2.2 Residents are absolutely forbidden from possessing and using intoxicants and narcotics, from performing under their influence and from abusing medicines within the dormitory and on school property. School personnel have the right to confiscate alcoholic products and other intoxicating materials. Please note also that any empty alcohol bottles, cans and alcohol packaging that are found in a student's room or elsewhere in the dormitory will be considered a violation of the dormitory regulations. If the matter concerns an underage person, a notification will be made to Child Welfare Services.

3 DORMITORY SUPERVISION

There is no 24-hour personnel supervising the dormitory facility.

- 3.1 Any disturbances in the dormitory must be reported to dormitory employees.
- 3.2 In order to ensure dormitory safety and security, each resident is responsible for making sure that exterior doors remain closed. Each student is also responsible for keeping their own room and windows locked when they are away from the room. The school is not responsible for the loss or damage of students' property.
- 3.3 When students move out, they must return their keys and take care of the final cleaning of the room and any shared facilities they have used. Residents are liable for the actual costs to replace lost keys or as a result of not emptying and cleaning their rooms properly.

- 3.4 Any student who resides in the dormitory commits to compliance with the given regulations. A violation of the dormitory regulations will result in a reprimand/hearing and a first and/or second warning.

The decision to revoke the right of residence for less than three months is made by the regional manager. The decision to revoke the right of residence for more than three months or permanently is made in accordance with SORA legislation by the SORA committee of STEP Education. A serious violation will always be handled by the SORA committee. The parents of an underage student will always be informed of any regulation violations and sanctions. The Child Welfare Act obliges education providers to make a child welfare notification about any cases/violations that endanger the growth and development of a young person.

- 3.5 Students are granted housing in the dormitory separately for each academic year. Dormitory employees assess, when necessary, the student's ability to cope with daily challenges, such as managing with everyday student life, commitment to studies and dormitory regulations as well as physical and mental coping with dormitory life. Sanctions resulting from violations of the dormitory regulations are transferred from one academic year to the next.

The dormitory regulations have been approved by the Governing Body of STEP Education.