



STUDENT HANDBOOK

2026-2027

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LETTER FROM THE PRESIDENT

Welcome to Northeastern Baptist College!

It is a joy to welcome you to the NEBC family. Whether you are beginning your first semester or returning to continue your studies, we are grateful that God has brought you here. I often say, "Only God," because I believe He is the One who calls, equips, and directs His people. Your being at Northeastern Baptist College is part of His amazing plan, and we are honored to walk alongside you as He prepares you for the work He has for you.

At NEBC, we are preparing more than graduates. We are preparing fully devoted followers of Jesus Christ. Every class, chapel service, ministry opportunity, work assignment, and relationship is designed to help you grow in your love for Christ, your knowledge of His Word, and your understanding of His calling on your life.

You are studying in one of the most spiritually strategic mission fields in North America. God has given Northeastern Baptist College a unique opportunity to equip leaders who will plant churches, impact the marketplace, serve on the mission field, and proclaim the gospel throughout New England and around the world. My prayer is that when your time here is complete, you will leave more deeply in love with Christ, more firmly grounded in His Word, and more committed than ever to making Him known.

Because of Jesus,

Mark A. Howell
President, Northeastern Baptist College

ABOUT THE STUDENT HANDBOOK

This Student Handbook has been prepared to provide you with the information that you will need to become familiar with the college atmosphere and to assist you as you progress throughout the year. Please take some time to read it carefully as you will be responsible for all the content and instructions herein. The policies and procedures in this handbook are intended to ensure a secure, healthy college environment and to maximize your academic and spiritual growth.

The Student Handbook sets forth our ongoing policies and procedures for students at NEBC. The student is responsible to follow all these policies. However, it should be noted that NEBC's Return to Campus Guidelines adds additional policies and procedures that take precedent until further notice.

If you have any questions regarding this handbook or have any other inquiries, please stop by the Student Services Office for assistance (3rd floor, room 304).

PURPOSE, VISION, CORE VALUES, MISSION, AND OBJECTIVES

PURPOSE

Northeastern Baptist College exists to impact the United States and the world through providing an academically sound, biblically strong, and practically relevant, college education from our campus strategically located in the Northeast.

VISION

Northeastern Baptist College will be the premier Baptist college in the Northeast, training ministerial and non-ministerial students both academically and practically, while impacting the Northeast throughout the training process.

CORE VALUES

1. We value the Bible as the only inerrant, infallible, plenary-inspired Word of God, and therefore submit to its authority in all areas of life including the educational process.
2. We value a vibrant, growing relationship with Jesus and desire to live lives surrendered to His Lordship.

3. We value the local church as God's primary organization for carrying out the Great Commission and desire to support and encourage its work.
4. We value the importance of biblical excellence through the application of consistent hermeneutical principles and will be a college that maintains biblical excellence as our foundation.
5. We value the importance of academic excellence and will maintain high standards of academic work, exceeding the normal college expectations.
6. We value the strategic nature of New England to the United States and the World and will use this strategic uniqueness to impact the future for the cause of Christ.

MISSION

Our mission is to impact the Northeast, the United States, and the world by training students to have **the Mind of a Scholar, the Heart of a Shepherd, and the Perseverance of a Soldier** through the provision of a college education with a biblical foundation and a distinctive blend of academic excellence and practical mentoring.

INSTITUTIONAL EDUCATIONAL OBJECTIVES

Students at NEBC will demonstrate the Mind of a Scholar through proficiency in critical thinking, problem-solving, and written and oral communication in their chosen area of study and beyond.

Students at NEBC will demonstrate the Mind of a Scholar and the Heart of a Shepherd through spiritual formation and development of a biblical worldview as seen in their ability to integrate biblical and theological knowledge appropriately with their other learning experiences.

Students at NEBC will demonstrate the Heart of a Shepherd by expressing their passion and preparation for Christian ministry through engagement with their local community, region, nation, and the world.

Students at NEBC will demonstrate the Perseverance of a Soldier by displaying the necessary skills and discipline to practice their chosen vocation, and by displaying the ability to work as an individual or part of a team, to be a lifelong learner, and to call upon the breadth of knowledge obtained through their studies and experiences.

ARTICLES OF FAITH

Central to our educational process at NEBC is our commitment to the Baptist Faith and Message 2000, which clarifies important doctrinal stances that we intend to uphold. Every student has signed the Statement of Faith prior to their enrollment at NEBC. This signed document will be held in records along with all other pertinent student documentation. *Therefore, each student is expected to uphold their commitment to the BFM during their time at NEBC.*

The Baptist Faith and Message can be found online at sbc.net/bfm2000. It can also be found on the NEBC website.

MISSION OF STUDENT SERVICES

The Student Services Office supports the mission of Northeastern Baptist College by promoting the wholistic

care and development of students as they cultivate the *The Mind of a Scholar, The Heart of a Shepherd, and The Perseverance of a Soldier*.

THE STUDENT SERVICES OFFICE

The Student Services Office houses a dedicated, Christ-centered group of leaders who endeavor to impact, assist, transform, and guide each student to influence physical, emotional, intellectual, social, and spiritual growth. Within an environment of Christian community, the leaders of the Student Services Office are challenged to help students integrate their faith into the world around them. Your student services staff includes:

Tony Levesque

VICE PRESIDENT, DEAN OF STUDENTS

Adelle Woodcock

STUDENT SERVICES COORDINATOR

Reese Sweeney

HOUSING COORDINATOR

Brookelynn Bickel

RESIDENCE ASSISTANT

Elizabeth Scott

RESIDENCE ASSISTANT

Matthew LaJoy

RESIDENCE ASSISTANT

Caleb Rodriguez

RESIDENCE ASSISTANT

NEBC COMMUNITY

At Northeastern Baptist College, students and staff seek to develop a covenant community. This is accomplished through building a community that emulates Christ. Students and staff affirm the community covenant and the standards of conduct. For the purpose of personal growth and accountability, students are also placed into shepherd groups. For more information about shepherd groups, please see the section on spiritual life.

COMMUNITY COVENANT

Northeastern Baptist College is comprised of diversely talented individuals who are committed to the mission of the institution which is to develop *The Mind of a Scholar, The Heart of a Shepherd, and The Perseverance of a Soldier*. We believe that this goal is best lived out and practiced within a community of committed Christ followers. As men and women of Christian integrity, we believe that to grow as true Disciples of Christ we must:

- Pursue godliness and holiness in our personal lives,
- Esteem others higher than self,
- Exercise restraint when our Christian liberty may be a stumbling block to other weaker believers,
- Yield to Biblical instruction and correction,
- Exercise confession and forgiveness,
- Accept responsibility for actions and speech,
- And be teachable.

We recognize that God's call upon our lives means a daily, intentional abiding with Christ and the active pursuit of being living sacrifices before God, serving and reaching our world around us with the gospel of Christ.

STUDENT RIGHTS AND RESPONSIBILITIES

Once a student signs the Student Standards of Conduct and the appropriate enrollment documents, the student is under contract with Northeastern Baptist College. Joining the NEBC student community entails certain rights as well as specific responsibilities with the goal of emulating Christ. The NEBC student has rights including, but not limited to:

- The right to have access to, and know, the policies to which they are accountable.

- The right to air student grievances, equal opportunity, due process, and appeal as detailed under the **Policies and Procedures** and the **Student Discipline** sections of the Student Rights and Responsibilities, the Student Handbook, and the Academic Catalog.
- The right to confidentiality of student records in accordance with the Family Educational Rights and Privacy Act of 1974, as well as the right of the student to access these records as detailed under the **Student Records** section of the Academic Catalog.

The NEBC student also has responsibilities including, but not limited to:

- The responsibility to act in a manner consistent with the Values of NEBC and the Christian faith, while also obeying all local, state, and federal laws.
- The responsibility to treat others and the property of others with respect.
- The responsibility to read and understand the Academic Catalog, the Student Handbook, and any other relevant official college document.

STUDENT STANDARDS OF CONDUCT

1. I understand and embrace the commitment of NEBC to be a distinctively Christian institution, and I commit myself to seek to know and obey Christ and His Word.
2. I will prioritize my family over my studies; I will learn and follow the directions in God's Word concerning my conduct in my family.
3. I will maintain involvement in a local church, regularly worshiping and studying God's Word with a body of believers.
4. I will follow the policies of NEBC, and will treat the people and property of this community with respect and

courtesy.

5. I will tell the truth, and my academic work will be my own.
6. Either on or off campus, I will not possess or use alcoholic beverages, marijuana, or illegal drugs, I will not misuse prescription drugs, and I will not use tobacco products.
7. I will be financially responsible, doing my best to pay my bills and working to support myself as necessary.
8. I will keep my mind and body pure, and free from any form of sexual sin, including pornography.
9. I will do my best in my academic work to please the Lord, so that I may be “a workman who does not need to be ashamed” (2 Timothy 2:15).
10. I will conduct myself as a witness of Jesus, treating people with grace and kindness.

STATEMENT ON RELATIONSHIPS

God wants the best for you. This is true in every aspect of your life, including your relationship with your boyfriend/girlfriend. Dating provides friendship and fun, but also presents challenges. Today's society makes remaining pure challenging.

NEBC has enjoyed many student marriages over the years, and realizes these years in a student's life is significant when it comes to courtship. However, the Bible strongly admonishes all to “abstain from all appearance of evil.” 1Th 5:22 KJV. We challenge each couple to discuss ways to support this truth and remain pure in the years leading to marriage. NEBC encourages its students as the Apostle Paul encourages young Timothy, “Flee also youthful lusts; but pursue righteousness, faith, love, peace with those who call on the Lord out of a pure heart.” 2Ti 2:22 NKJV

CAMPUS

MAIN CAMPUS

NEBC's Main Campus building is located at 104 Kocher Drive on site with Grace Christian School. The Main campus is open Monday - Friday from 8 am-5 pm. These hours are subject to change. All day classes, including night classes, are held at the Main Campus, unless otherwise stated. Faculty, administration, and most staff offices are located on the Main Campus.

HOGUE CENTER & LIBRARY

NEBC's Hogue Center & Library is located at 141 West Main Street. The hours are Monday through Friday, 8am-5pm.

HEBREWS CAFE

The Hebrews Café is in the Hogue Center and is normally open during the weeks of classes: 5-7pm Monday; 5-8pm Wednesday & Friday; 5-9pm Tuesday & Thursday. This is subject to change due to night class locations and other factors. There are times where the Hebrews Café will be open only for special functions.

JEHOVAH JIREH HALL

NEBC's student dorm is located at 250 Main Street. JJ Hall provides housing during the academic calendar, including the fall and spring semesters, January term, and Summer term classes.

GRAY ALLISON VILLAGE APARTMENTS

NEBC's Gray Allison Village (GAV) is located on Convent Avenue. Once construction is complete, there will be 8 duplex apartments available to upperclassmen, married couples, and families.

CHAPEL

NEBC's chapel is located on the 3rd floor of Main Campus. Chapel services are held during the fall and spring semesters, Tuesday and Thursday, from 11 AM to noon.

STUDENT LOUNGE

The Student Lounge called “The Nook” is located on the 3rd floor of Main Campus. To host a student event in the student lounge space, please see the Administration office.

ACADEMIC AFFAIRS

ACCREDITATION

On September 16, 2014 The Vermont State Board of Education, upon the recommendation of The Vermont Higher Education Council and The Vermont Agency of Education, voted unanimously to Authorize NEBC as a Degree Granting Institution.

NEBC is taking steps necessary to build the program consistent with the standards of the Transnational Association of Christian Colleges and Schools (TRACS), so that we will be well positioned to seek national accreditation in the early years of operation.

"Accreditation is voluntary. It represents an institution's willingness to abide by the Standards and to open itself regularly to examination by outside evaluators familiar with higher education. As such, accreditation is recognized as a symbol of accountability to the public." (*NECHE, FAQs*)

In compliance with federal law all credits earned at any institution of higher learning are transferable at the discretion of the receiving school.

ACADEMIC PROGRAMS

Northeastern Baptist College offers degrees at the Master's, Bachelor's, Associates, and Certificate levels. Master's degrees include Applied Theology, Advanced Applied Theology, and Biblical Exegesis. Bachelor's degrees are in Biblical Studies, Christian Counseling, Christian Education, and Business Administration. Two-year Associate's degrees are also available, as well as a one-year Diploma in Christian Ministry.

The NEBC Academic Catalog contains more details on these college degrees.

ACADEMIC CATALOG

For more information related to academics, including how to add/drop a course, available courses, and course

descriptions, please visit www.nebcvt.org for our current Academic Catalog.

ACADEMIC INTEGRITY

Cheating is a type of deception that takes many forms, such as copying from another person's quiz or exam; the use of unauthorized notes, previous exams, books, or other materials; the submission of another's work to fulfill a course requirement; the unauthorized use of work completed for one course in another; or the reporting of material as read that was not read.

Plagiarism is a serious offense that is illegal, unethical, and immoral. Plagiarism exists when one gives the impression another person's words or ideas (written or oral) are their own. This can occur intentionally or unintentionally. Examples include the use of quotations without identification by quotation marks and citation or paraphrasing the words or ideas of another without giving credit (unless describing common knowledge). Plagiarism is not only poor academic practice, but also demonstrates a disregard for the work of others.

A student who breaks the standard of academic integrity by cheating or plagiarism will be confronted by the faculty member involved and will be reported to the Dean of Students and Dean of Academics. The result will be a "zero" grade for that particular assignment, which may result in an "F" for the course (i.e. depending on the normal weight of that particular assignment, as articulated on the syllabus, the student may fail the course). It may also lead to expulsion from the institution, or a revocation of a degree already granted by NEBC.

Students may not submit any work generated by an AI program as their own work. If students include material generated by an AI program, it should be cited like any other reference material (with due consideration for the quality of the reference). It is never acceptable, under any circumstances, for a student to simply generate and claim

authorship for material written by an AI program. AI is a technological tool, but one that a student needs to acknowledge using. A paragraph must be included at the end of any assignment that uses AI-generated material explaining how the tool was used and what prompts were used to obtain results. Failure to meet these minimum standards constitutes plagiarism and is a violation of NEBC's Academic Integrity and Plagiarism policy. This statement serves as the overarching policy of the college and must be followed. In addition, it should be noted that professors may have additional, specific, policies and guidelines in each of their courses.

ATTENDANCE

Regular class attendance is expected and students are responsible for completing all assignments. The individual instructor is responsible for his or her attendance policy. Instructors are at liberty to assign a failing grade to any student who is absent from 15% or more of the scheduled class meetings regardless of assignment and/or examination grades.

POPULI

Northeastern Baptist College utilizes the online college management program Populi. Students are expected to actively use their Populi account. It will give access to ministry practicum requirements, student & staff communications, class registration, and more. During orientation, students will learn how to log in to their personal Populi account.

SPIRITUAL LIFE

SHEPHERD GROUPS

Shepherd Groups provide students with both mentorship and peer support for the purpose of personal and spiritual development. NEBC faculty & staff members provide

guidance to small groups of students, mentoring them in spiritual growth, ministry experience, and personal development. Review of students' involvement in local church ministry is also discussed during these meetings. Shepherd Groups meet on Wednesdays at 11 AM.

CHAPEL

NEBC holds two Chapel services a week with a wide range of speakers, from international missionaries to local pastors and faculty. The student-led worship services provide students the opportunity to gain valuable experience. In addition, chapel services include our "251 Club" and is a vital part of each student's spiritual growth and development.

Students are expected to attend both Chapel services each week. If a student is unable to attend a Chapel service, the student should notify their RA or the Dean of Students.

TRAVEL WITH A PURPOSE

Missions, both at home and abroad, are at the heart of Northeastern Baptist College. The college regularly provides students and faculty the opportunity to experience international and domestic missions first-hand. In addition, we seek to provide opportunities for educational trips.

Students are encouraged to participate in the travel program, gain valuable on-the-field experience, and sometimes receive class credit for their study and service.

RESIDENCE LIFE

ROOM ASSIGNMENT

Student housing at Northeastern Baptist College is for single, full-time students aged 27 or younger at the start of their first semester in residence. However, exceptions may be considered based on housing availability and individual circumstances through an appeal to the Student Services Office. NEBC reserves the sole right to assign rooms and roommates while considering student requests.

Any student wishing to request a specific roommate may notify the Student Services office, and/or reference their request on the Housing Application. NEBC also reserves the right to terminate a housing request or contract when in the benefit of the housing community. Jehovah Jireh Hall is a coed housing unit. Individual rooms are assigned by gender. In addition, students are not allowed to enter the room of another student of the opposite sex.

To change rooms or roommates, students should see Student Services. As general policy, Student Life views the changing of rooms or roommates during the middle of a semester as a disruption to the housing community. Therefore, every effort will be made by the Student Services Office to resolve any issue existing before a request for change is granted. The final approval for room or roommate change rests with the Dean of Students.

RESIDENT LIFE STAFF

The Residence Assistants are responsible for overseeing the well-being of campus housing. Residence Assistants oversee up to 15 students and are the first point of contact with any questions or concerns about housing. When appropriate, Residents Assistants will contact the Dean of Students and/or Housing Coordinator to resolve any questions or concerns.

EMERGENCY CONTACTS

For the safety of students living on campus, NEBC has staff available 24/7. In case of an emergency, students living at JJ Hall should first contact an RA.

This is **not** a replacement for calling 911. However, in any instance that 911 has been contacted, and school officials are not already on the scene, students should inform their RA.

If the RAs are not available, contact the Resident Director or the Dean of Students. If he is unavailable, please contact the Safety Officer/Facilities Director.

If the RA is unavailable he/she will inform their students during their weekly meeting, and ensure each student is aware of who to call.

Appropriate times to contact could include (but are not necessarily limited to) being locked out of one's room, an interpersonal housing situation that needs to be dealt with quickly, reporting an accident or incident, or a pressing maintenance issue.

For those living at Gray Allison Village apartments, calls should first go to the Resident Director(s), then Dean of Students, then finally, Safety Officer/Facilities Director.

MEDICAL EMERGENCIES POLICY

Students who have serious and repeated emergency medical or psychiatric conditions will be asked to provide written medical support that they are under care and are supported to live in on campus by their medical treatment team. Such documentation should ensure that treatments or conditions will not require significant monitoring by the residence life team or roommates and is required before continued occupancy.

ROOM STANDARDS AND CHECKS

NEBC housing residences must maintain a standard of cleanliness. At JJ Hall, this includes resident rooms, and especially in common areas. Common areas are defined as areas shared by all residence members (i.e. the kitchen, dining room, bathroom, etc.). It is the responsibility of students living in housing to keep the common areas clean and to respect the property of the school and their roommates.

Therefore, upon move-in, each student is responsible to sign a *Residence Condition and Inventory Report*. These documents ensure your agreement to leave the room and all its furnishings in the same condition at move-out as it was at move-in. Furthermore, it signifies that you agree with all housing guidelines. **Upon leaving residences for semester breaks, students are required to check-out with the Residence Assistant, Housing Director, or Residence Director**

to ensure rooms meet cleanliness standards and to document any damages that have occurred. Failure to check out may result in disciplinary actions or fees.

NEBC does not assume responsibility, nor does it provide insurance or any other financial protection for the personal property of students in housing. *It is recommended that students secure their own personal insurance to protect against the loss, damage, or theft of their personal property.*

Non-compliance with room standards may result in fines or disciplinary action. Please note that dorm rooms with hardwood floors cannot be traditionally mopped. A system that uses minimal water, like a Swiffer brand mop, must be used.

See *Gray Allison Village – Community Guidelines* for more details regarding residential life at GAV.

RESIDENCE CHECKS

At least once a month students will be responsible to pass a room cleanliness inspection. Students will be informed of the date and time of residence check at least 48 hours in advance. If the room is not up to residence check standard, student(s) will have 24 hours to make the room in compliance with standard. If the room remains out of compliance, student(s) will receive a written warning and have an additional 24 hours to comply with standards. If room remains out of compliance, a \$50 fine will be issued to each student, and a final 24 hours given to comply with standards. If room continues to be out of compliance, student will meet with the Dean of Students. *Please note that any student with three written warnings for failed room checks in one semester will not be eligible for student housing the following semester.* For more information about standards for cleanliness, please contact your Residence Assistant.

Outside of mandatory periodic residence checks, NEBC also reserves the right to have authorized personnel enter student housing for the purposes of inspections, repairs, or in cases where there may be reason to believe that either the health or safety of students might be compromised. A staff member of NEBC may also search the living space,

while accompanied by a staff member from Student Services, whenever there is reasonable cause to believe that any NEBC regulations are being violated. The Student Services Team will also perform one surprise room check per semester.

HOUSING CHECKOUT PROCEDURE-BREAKS

Before Thanksgiving Break, Winter Break, and Spring break you will receive a room inspection by your RA. These will be scheduled with your RA. During these times rooms will receive a Room Check, with particular attention given to perishable food, trash cans, etc. *Vehicles left on campus over Thanksgiving and Winter break must be parked at the library, and keys must be left in the student's dorm room on their dresser.* Please note that food stored in the Common Area refrigerators should be removed for the break.

HOUSING CHECKOUT PROCEDURE-END OF LEASE

To prevent further charges from accruing on your account after you vacate a unit, you personally must check out with a Residence Assistant. All students leaving for the summer (end of lease term) ***must complete a full check out procedure*** and are required to move out during scheduled move out days.

To check out for summer break, rooms must be vacated and emptied before inspection. The following procedures **MUST** be followed:

1. Students must sign up for a check out time with their RA. RAs will post their check-out availability two weeks prior to the end of the semester.

2. Rooms must be empty and clean to check out. This includes:

- Removal of all decorations from walls, furnishings, bathroom items, etc.
- Empty, dust, and clean drawers.

- Clean room and bathroom as required for room checks.
- Removal of all personal property from the rooms, including putting trash in designated cans.

3. Student must be ready at designated check out time.

Students will be expected to:

- Have room in same condition as move-in, per inventory report form.
- Have room key to turn in to RA
- Please note that RAs will not accept post office box keys.
These must be turned into the Administration Office, or a fee will be assessed (see “Post Office Boxes” for more information).

Failure to follow these steps and complete a move out inspection with your RA *during your scheduled move-out time* may result in a **\$50 fine**, in addition to any other housing fines (damage, room key replacement, etc.) Please note NEBC does not provide summer storage.

Residents changing status to Leave of Absence in the next Academic Semester or students who withdraw from classes (at any time) must vacate the Residence Hall as soon as reasonably possible. *Please note that this Checkout Procedure only covers housing. Students intending to withdraw from enrollment or change status must complete the procedures outlined in the Academic Catalogue.*

DAMAGES

Students are liable for any damage to NEBC property. All students involved in the damage (or students that share space with the damaged item, i.e. roommates) will incur liability for the damage unless a particular student or students assumes responsibility. Any damage that may occur must be immediately reported (on a Maintenance Request form) and placed in the outgoing box in the common area. These forms can be found in common areas.

Please note that the smoke alarms should never be tampered with. If they require maintenance, please notify

your RA as soon as possible. It is against Fire Marshall law for untrained individuals to tamper with fire and EMS equipment. Tampering with this equipment can result in disciplinary action and repair charges.

KEYS

Due to the safety of students and their property, NEBC student housing is to remain locked at all times. Outside doors are never to be propped open. Therefore, students are required to always keep track of their keys and are **not** allowed to let anyone borrow or copy their keys. If a student becomes locked out of their housing, they must contact their Residence Assistant. If a student loses their key, they must request a new one with the following procedure:

1. Student should report the missing key to appropriate supervisor:
 - a. Dorm key – RA
 - b. Mailbox key – Logistics Coord
 - c. Main Campus Fob – Business Office
 - d. Work Study key – Supervisor
 - e. RA keys – Student Services Office
2. Student should fill out Key Replacement Request form, located on Populi.
3. Student should pay the key replacement fee online or bring payment to the Business Office during regularly scheduled office hours. A replacement key will not be provided until payment has been received.
4. The Business Office will communicate where to receive the replacement key (e.g. at the Business Office or from student’s supervisor). The cost for replacement keys is \$30 for the first key needing to be replaced and \$50 for each subsequent key.
5. Excessive loss of keys may result in disciplinary action as outlined in Student Handbook.

Key codes for the laundry room, hallways, and Common areas, as well as the combination to the Yard, are not to be shared.

NUISANCE PEST POLICY

GENERAL

If you suspect the presence of nuisance pests in your dorm room, alert a member of Student Services immediately. Nuisance Pests may include mice, cockroaches, bed bugs, wildlife, or excessive numbers of ants, bees, wasps, or other insects.

Maintenance will inspect your room and may also inspect rooms surrounding yours. Depending on the nature of the pest, an outside pest control management professional may be called in. Maintenance will determine whether pests are present and prescribe a course of action. *Do not attempt to treat the problem yourself.* Do not relocate items to a different room. Food items may be properly bagged and disposed into exterior trash barrels. Students are required to fully comply with all pretreatments and posttreatments.

BED BUG PROCEDURE

Best Practices to Prevent Bed Bugs

1. Students may not bring their own mattress to the dorms. It is also recommended to not bring other upholstered furniture from outside of NEBC.
2. Students **must** keep their mattress covered by the provided bed bug liner. It is recommended that students regularly inspect the liner for holes and rips and report any to Student Services.
3. Students should launder their clothing and bedding regularly.
4. Students should keep rooms picked up and orderly and remove trash weekly.

If you think you have bed bugs...

1. Contact Residence Life Staff Immediately.
2. Maintenance and Residence Life Staff will contact local pest control professionals to inspect the situation. *Only pest control professionals can determine whether bed bugs are present.*
 - a. Students are encouraged, but not required, to be at the inspection

- b. Pest control will be accompanied by a member of Student Services and/or Maintenance and will have complete access to your room and belongings for the inspection to determine how extensive the problem is.
- c. Adjacent rooms may be inspected as well to determine how extensive the problem is.

3. Do not:

- a. Do not treat your room with chemicals, sprays or any other type of product to control or kill bed bugs; this will hinder the efforts of our professional exterminators.
- b. Do not relocate any room belongings to another room unless specifically instructed to with a written notice by Residence Life—this is *essential* to prevent the spreading of bed bugs.

If bed bugs are not confirmed...

The room will not be treated for bed bugs, but pest control may continue monitoring the room with glue boards or other monitoring device. If a student again suspects bed bugs, contact Residence Life Staff immediately.

If bed bugs are confirmed...

1. Pest control professionals will provide detailed instructions for getting rid of bed bugs to all affected residences and treat with the treatment they determine is necessary.
 - a. Treatment may include but is not limited to heat and/or chemicals.
 - b. NEBC is not liable for damage which occurs during the treatment process.
2. Every student with confirmed bed bugs in their living area is expected to comply fully with all pre-treatment and post-treatment instructions within 24 hours.
3. Depending on the severity of the case, follow up treatments may be necessary.

- Students will not be reassigned rooms after a cleared treatment by pest control professionals.

TREATMENT PLAN FOR HEAD LICE

Plan of Action:

Students must treat themselves for head lice based on the CDC's recommendation for treatment (please see print out).

This includes the following:

- treating with lice treatment and possibly treating with more than one bottle (due to length of hair) and *attach a copy of the receipt for the lice treatment to the attached form*
- having a **second person** check your head daily (twice a day when possible) for nits for the following **2-3 weeks** to ensure no new nits are found (*have the checker sign & date the attached form*)
- visit the Student Services Office once a week for an official recheck and to *turn in the daily check form and treatment receipt*.
- retreatment after 7-9 days (depending on the medication's directions)
- washing of all clothing/bedding/towels/and other cloth on high temperature after use (or sealed in a bag for 2-3 weeks)
- treatment combs must be washed thoroughly and boiled or placed in the freezer between brushings
- vacuuming of all rugs, plush chairs, and anything else that cannot be washed and/or bagged
- in the case of long hair, please wear your hair up around others to prevent spreading
- cannot sit on campus couches & cloth upholstered chairs (this includes main campus, the library, and the dorms) to prevent the risk of spreading

For housing students, to reduce the risk of spreading, the room must be brought up to room check standards and, in addition, any excess clothing/bedding/towels not currently in use should be stored in sealed bags to reduce the risk of spreading of lice (your RA will schedule your first room check **within 24 hours** and perform additional checks 2x a

week—please see the Student Handbook for room check standards).

This treatment plan will continue until the student has received **2 clear weekly head checks from the Student Services Office**. After the first clear check, the student can cut back to once a day head checks.

Failure to abide by this treatment plan may result in the inability to use shared common areas and/or spending time in other student rooms due to risk of the spreading.

WILDLIFE PROCEDURE

In the event of wildlife inside your room, immediately alert your RA, Director of Student Services, Mr. Lucas, or President Ballard. Wildlife includes, but is not limited to, squirrels, bats, or chipmunks. If possible, isolate the creature in a contained area (shut bathroom door, bedroom door, etc.) and remove yourself from that area. Maintenance will arrive shortly to handle the problem. *Do not attempt to remove the animal on your own.*

JJ HALL ROOM GUIDELINES

Walls

Students are not allowed to make any holes in their walls larger than the hole created by a thumbtack. *"Command-style" hooks are no longer permitted-they have caused serious damages to the walls.* When in doubt of which materials are appropriate, please ask the Director of Student Services.

Furnishings

Each room is provided with two beds (often bunk beds), one chest of drawers, two desks, and two chairs. Furniture and other furnishings must not be dismantled, removed from housing, nor moved from room to room within housing without permission and oversight from the Dean of Students. No oversized furniture (sofas, futons, love seats, etc.) may be brought into the residence without approval from the Dean of Students. Small side tables, lounge chairs (bean bag chair, bungee chair, etc.), bookcases, and other small storage furniture may be brought in as space allows.

Decor

Decorations which are not consistent with the spirit of NEBC guidelines or values may not be displayed. In accordance with the NEBC Code of Conduct, alcoholic beverages, tobacco, marijuana, or illegal drugs are never allowed in housing. Furthermore, housing cannot be decorated with any paraphernalia related to these items (i.e., smoking advertisements, alcoholic beverage containers, etc.). In addition, decorations made from dried plant matter may not be used (i.e. Christmas trees, evergreen wreaths, etc.) due to their flammable nature. The only type of candles allowed in housing are candles in their original glass containers.

Flammable and Hazardous Materials

Use and storage of flammable materials/liquids in and around residential facilities is strictly prohibited. Fire hazards such as newspaper stacks, excessive trash, excessive amounts of books, etc. are not permitted. Disposal of any hazardous materials, including motor oil, is also prohibited.

Any furniture moved or rearranged in housing must not block any fire exit.

Hallways

Rooms with hallways must remain free of personal belongings in case of fire (per fire codes). Failure to comply may result in a failed room inspection and fine. Hallway decorations are allowed, but must not obstruct free passage through the hallway.

Appliances

The only kitchen appliances allowed in student rooms are a mini-fridge, microwave, and coffee maker/hot water kettle (including Keurig-type units). Only one of each type of appliance is allowed per room. No other appliances may be used in dorm rooms, although items can be used in common area kitchen (such as crock pots, rice cookers, hot plates, toasters, etc.)

Item Removal

NEBC reserves the right to remove any item that is deemed in poor taste or in non-compliance with NEBC community guidelines.

Grill use

Personal gas and charcoal grills (of any size) are not permitted in student housing.

Firearms and Fireworks

Students are not permitted to bring firearms of any kind in NEBC buildings. Fireworks and other explosives are included in this prohibition. Certain firearms *may* be permitted in vehicles on NEBC property with written approval from the NEBC administration. For more information, students should contact Dave King, VP of Administration.

Paper Goods

Please note that toilet paper is provided to students: see your RA to replenish your supply.

TRASH/RECYCLING

All waste is to be disposed of appropriately (keeping in mind recyclables for Vermont State) in designated containers. Trash containers are located near the Maintenance Office near the common areas. **Trash MUST be bagged before placing in container.** Dorm room trash is never to be disposed of in Common Area trash cans.

All food scraps must go into the compost bin using biodegradable bags. No food items must go into the trash. All compost items must be bagged before placing into compost can outside the Commons.

PETS

Pets of any kind are not allowed in NEBC housing.

JJ HALL COMMUNITY GUIDELINES

COMMON AREAS

NEBC has designated common areas at student housing for student interaction. These areas include the community kitchen, lounge, and study room. Common areas are open from 7am-11pm. These areas are accessed by a keypad lock system and doors must be kept locked at all times.

QUIET HOURS

NEBC housing is designed to be productive for all members of housing's needs: spiritual, physical, and academic. Therefore, all students living in housing are expected to maintain appropriate standards for noise control while living in housing. This includes in-room, common areas, the laundry room, and outdoor areas. Students will be asked to return to their rooms if noise is excessive in common and outdoor areas. Students may receive disciplinary action as well.

Students on NEBC property must be in their own dorm room at 12 am (midnight). Students returning to campus from work, movies, etc. after 11 pm must proceed to dorm rooms immediately after arriving on campus. There is to be no loitering on campus after 10 pm (including parking areas, the Laundry Room, or hallways).

KITCHEN FACILITIES GUIDELINES

Kitchen use is a privilege, and students must follow posted guidelines. All students must label their own dishes. No dishes may be left in the sink or drying rack. They must be washed, dried, and put away. This is the student's responsibility, and failure to comply will result in written warnings and confiscation of dishes. All kitchen items must be stored on your individual room storage shelf or in your dorm room.

Additional kitchen appliances, such as crockpots, rice cookers, etc., must be stored on your individual storage shelf, not on countertops. Prohibited kitchen appliances include any item with an open flame or deep-fry pots. Other items may be included at the discretion of the Director of Student Services.

Food stored in the communal refrigerator must be labeled with name and date of purchase. No item should be stored in this fridge longer than one week or freezer for longer than one month. Spoiled food left in the fridge will be disposed of in its container.

Refrigerators are for all housing students. Up to 32 students may be utilizing the refrigerators at one time; please limit the amount of items stored in the communal fridges. Overutilization may result in discipline action or fines.

While using the range or oven, please observe the following guidelines:

1. Turn on hood fan
2. Stay in sight of the stove/oven while cooking

Failure to adhere to these guidelines may result in loss of common area use.

LAUNDRY FACILITIES

Residence students at Northeastern Baptist College have access to laundry facilities at the dorms. However, students are responsible to provide their own biodegradable laundry detergent, bleach, fabric softener, etc., which must be stored in the student's room. The provided washers & dryers are shared among all living at the dorms and are a privilege. Therefore, you must follow the laundry guidelines posted in the laundry room. Not following the guidelines may lead to revocation of laundry privileges. This service is provided only for housing residents.

Laundry facilities are accessed via a keypad lock system. Hours for the Laundry room are 7 am – 11 pm.

THE YARD

Located in the rear of JJ Hall is a fenced-in greenspace for student usage. There are places for hanging hammocks (not provided), a picnic table, and room for recreation. This area is accessed through a locked gate. To reach this gate, travel along the church parking lot to the back of the building. When not in use, the gate is locked. While in the area, please hang lock on the provided spot. When leaving, relock gate unless other students are enjoying the area. An option is available to keep the gate locked for students enjoying the area alone.

On days when classes are held, the Yard is opened from 8 am until dusk. Weekends and breaks 11 am until dusk. *Note*

these hours are in effect only for warmer weather months and may be changed at any time.

To use the yard outside of open hours or during winter months, please see your Residence Assistant. To host an event in this space, please see the Director of Student Services.

RESIDENCE MEETINGS

Students living in housing will have occasional meetings with their Residence Assistant. These meetings will inform students about any necessary housing news and may include a time of Bible devotion and encouragement.

VISITATION HOURS

The purpose of visitation hours is to foster community. It is expected that during visitation hours students will continue to conduct themselves in a manner honoring to God and the NEBC community. NEBC students in housing are responsible for the actions of those they invite into NEBC housing.

Members of the opposite sex are only allowed in common areas of the residence, not in student rooms. Furthermore, any excessive or offensive displays of affection will not be acceptable. Any visitor may not enter housing outside of designated visiting hours, unless they are an approved overnight guest. Any visitor may be asked to leave housing by NEBC staff whenever there is reasonable cause to believe that any NEBC regulations are being violated.

Visitation hours in common areas are allowed whenever common areas are open.

OVERNIGHT GUEST POLICY

Only guests of the same sex may stay overnight in NEBC housing with approval by the Housing Director or Dean of Students. The student requesting the overnight guest must fill out an *Overnight Guest Form*. This form must be given to the Director of Student Services at least 24 hours in advance of the visitor's arrival.

Guests may stay overnight for 3 nights a month. A \$10 fee is charged per night, per guest, for any night after the 3rd night, not to exceed 6 nights. Any overnight guest must be in compliance with all NEBC student guidelines. The guest's host is responsible for the guest's actions. Any guest may be asked to leave by NEBC staff whenever there is reasonable cause to believe that any NEBC regulations are being violated or it is in the interest of the NEBC community.

PARKING AT JJ HALL

It is the goal to provide all housing students with parking at Jehovah Jireh Hall, however there are limited spaces available. NEBC will assign preferred parking at JJ Hall in this manner:

- First assignments are to upperclassman females
- Second assignments are to lowerclassman females
- Third assignments are to upperclassman males
- Fourth assignments are to lowerclassman males

Parking assignments begin in August. Failure to return appropriate forms by date indicated on Parking Contract will move students to the end of the assignment list. Additional parking spots will be assigned at Hogue Center & Library. Please note that only one parking spot will be available per student and only one vehicle per student.

Be aware that during the winter snow season, cars may need to be moved to allow for snow removal. During the winter months, if you will be leaving your car parked on campus during the break, it must be parked at the library and you must leave keys on your dresser in a visible location. *Maintenance staff **will** access your room to retrieve them.* You will also need to leave keys if you will not be available to move your car during a snowstorm. Failure to comply with these guidelines may result in a fine.

JJ HALL – RENT

JJ Hall Dormitory rental rate is \$425.00 per month. Single (Double Occupancy) with first payment due at the established NEBC Move-In Date. Student will be billed for each additional month at the designated time for a total of 3

additional payments of \$425.00 each until the term of the lease has expired at the end of the semester per paragraph Any Student of JJ Hall requesting a Private Room (IF available) will be \$850.00 per month under the terms as Single.

- a. **Rent:** Due in full on the move-in date and subsequent 15th of each month with a 5 day grace period after the 15th.
- b. **Late Charge:** After the Grace Period of 5 days on the 21st day of the month the rent shall be considered late and a late charge of \$5.00 per day will be assessed for each day the rent is paid late.
- c. **Occupancy:** No Student shall have the right to occupy the said Location and Unit # until all rents and security deposits have been paid and forms turned in, in accordance with this Lease Agreement. No Keys shall be given to any Student before all rents and security deposits have been paid and all forms filled out and signed.
- d. **Interest Charge:** NEBC will charge interest at the rate of Two percent (2%) per month on any rent delinquent by more than sixty (60) days. Such interest will be in addition to the late charge and NEBC is authorized to apply security deposit to these items.
- e. **Parking:** Parking shall follow the student handbook and will be allocated if available or if not available student will be assigned parking at the Library.
- f. **Failure to Move-In or Vacating Unit:** If Student fails to move in or vacates the premises the security deposit will be forfeited.

Handbook Policies & Procedures:

- a. Incorporated into this lease are the Student Handbook Policies & Procedures, JJ Hall Policies & Procedures, GAV Policies & Procedures, and Academic Catalog Policies & Procedures.
- b. More specific inclusion of 5a aforementioned policies and procedures, animals / pets, cleanliness, damages, pest, inspections or access, etc.

Utilities:

NEBC will pay the following: electric, heat, internet, water, sewage, and garbage removal. Sufficient heat must be maintained by the Student at all time to prevent freeze

during winter months and freezing conditions. Garbage shall be placed in the appropriate containers of JJ Hall and GAV

Deposits:

At the time of the signing of this Lease, each Student will deposit with NEBC the sum of \$200.00 which becomes the security deposit / damage and cleaning deposit when payment of move-in rent has been received. NEBC reserves the right to bring legal action for any damages to the property not covered by the deposit. In the event damages occur during the Lease Term, the deposit will be billed at the time of the damage, cleaning, or cost imposed per policies and procedures. If the amount of the deposit held by NEBC at any time falls below the \$200, the Student will be billed to bring the balance back up to \$200. Failure to do so is cause for termination of this Lease.

- a. Student agree that if more than (1) person occupies the unit the damages, at NEBC's discretion, may be apportioned between all the Students and subtracted from the Security Deposits as well as any additional monies that may be charged if the Security Deposit is insufficient. Upon the end of the Student's Lease, Students will be given a list of the deductions made to the account and will receive the remaining balance within 30 days of the ending of their Lease, provided they have given the NEBC Business Office their forwarding address. If the Student fails to provide their forwarding address the agree to waive their right to the remaining balance; said right shall be deemed waived and abandoned.
- b. Student in writing or by email to the NEBC Business Office may forward their Deposit to the next semester.
- c. NO Security Deposits will be returned until all Students have moved out.
- d. NO Check for the remaining balance Security Deposit will not be mailed until all keys are returned to the NEBC Business Office.

Insurance:

NEBC does not provide coverage for Student's personal property. We urge you to get your own insurance for losses due to theft, fire, water damage and the like. You intend to:

- Not buy insurance to protect against such losses, or

- Buy insurance from your own agent to cover such losses.

If neither is checked, you acknowledge that you will not have insurance.

NEBC's Right to Void Lease:

NEBC reserves the right to void lease, by giving written notice to Student or Students, at any time prior to all Deposits being received from Student signing the below and rent the property to another Student. In this event, this Lease becomes Null and Void.

Use of Property:

Students will use the property only for residential purposes and agree to abide by all laws and ordinances of the Town of Bennington, VT, the State of Vermont, and the Codes of Conduct of NEBC.

Criminal Activity:

Any criminal activity committed by a Student or by any member of the Students household, or any guest or other person under the Students control that creates a danger to the premises in any criminal activity on or near the premises shall be ground for immediate termination of the lease.

End of Lease:

Student agrees to move out of the leased property at the end of this lease. NO Verbal communications of move-outs will be accepted. Student understands that once the lease has ended, the Student will agree to pay \$200 per day plus any and all costs that NEBC incurs due to the Student's failure to move out of the property on the agreed upon end date of this Lease.

Abandonment:

Any of the Student's personal property or possessions remaining on the property after the Student moves out will be considered to be abandoned property. NEBC will have the right to remove and dispose of any abandoned property in any manner determined by NEBC. Student will pay for the cost of the removal and disposal of abandoned property.

TERMINATION:

In the event of a violation by any one of the Students occupying the Unit or their guests of any provision of this Lease, NEBC reserves the right to terminate the Lease, in which case all rents will be retained by NEBC. NEBC may evict on Student or all of the Students for a violation of the Lease at NEBC's discretion. A violation of aforementioned policies and procedures of paragraph 5 or this Lease is a material breach of this Lease. In the event NEBC needs to evict any Student(s) occupying the unit. The Student(s) hereby waives or gives up the right to any eviction notice, and agrees to move out immediately upon eviction.

Fire Protection:

Students are not allowed to tamper with or alter smoke detectors and report immediately inoperable or problem smoke detectors to Facilities Manager or Director of Housing for NEBC.

Move In Instructions:

All Students must adhere to instructions of the Housing Coordinator, Resident Directors, or RA's during move in. A Student is PROHIBITED move in until all rents and security deposits received or financial aid letters received along with all proper forms filled out, including employment of NEBC Works Financial Aid Program. No Keys will be given out to any Student until all paperwork is complete and rents and security deposits received.

Relocation:

NEBC reserves the right at any time, with 5 days prior notice to the Student, to relocate the Student to another unit. 1

Delay of Occupancy:

NEBC is not responsible for any delay of Student's occupancy cause by previous Student's occupancy holding over or repairs or cleaning that prevent Student from occupying the unit. The Lease Contract will remain in full force and effect subject to abatement of rent on a daily basis during the delay.

Alterations & Improvements:

Student agrees to not alter or make improvements to the unit and all policies and procedures aforementioned in paragraph 5.

End of Lease:

This Lease agreement does not automatically renew. The move out and last date of the Lease is the final date of Lease Contract Term and cannot be changed without written agreement by NEBC.

GRAY ALLISON VILLAGE (GAV) COMMUNITY GUIDELINES

Living Details & Community Guidelines**Description**

In addition to housing options for singles aged 27 or younger, NEBC also offers housing for families and upper classmen (sophomore or higher). The Gray Allison Village Apartments, located on Convent Avenue in Bennington, VT, feature nine apartment buildings. Each building is a duplex, featuring two multi-level apartments.

Each apartment has a kitchen and dining area, a living room, two bedrooms, and 1.5 bathrooms. Married couples, families, singles up to four upper classmen, or freshmen older than 27, are eligible to live at the Village. Any exceptions to these guidelines must be approved by NEBC administration. A refrigerator and stove are provided with each apartment. All other furniture must be provided by the residents.

Appliances including microwaves, coffee makers, toaster ovens, air fryers, blenders, and similar kitchen appliances are permitted. Charcoal and propane grills can only be used in designated areas by permission. Deep fryers are not permitted.

Responsibilities

Residents are responsible for disposing of their trash, recyclables, and compost. Dumpsters and bins are located at the Village property.

Repair costs for fixing damages not caused by normal wear and tear will be charged to the resident(s). Please be aware that moving activities, sharp or damaged furniture, careless kitchen use, or horseplay can cause damage to the apartments, including holes in walls, deep gouges in floor, melted/damaged surfaces, or broken appliances. These events would not be deemed "normal wear and tear" and would result in repair costs.

The ground level living space has laminated flooring. The upstairs bedrooms have carpet. Precautionary measures should be taken to protect the flooring and walls, such as softeners under legs of couches, tables, and chairs, and appropriate spacing of furniture from walls.

The mounting of televisions on the walls or satellite dishes on the buildings is not permitted.

Current Status of GAV

The Village project is currently under construction and will continue for several years. For personal safety, the construction areas must not be entered by the residents. Please be aware that the construction site will change regularly, which will include heavy equipment operation and contractors working regularly during the daytime hours.

Laundry facilities will be provided once the project is complete. The early phases of completion do not include laundry services. JJ Hall laundry machines are not available for use, due to the living requirements of the current JJ Hall residents. Other options, such as the use of the laundromat, will be required for Village residents until the laundry facility is complete.

Parking

Parking spaces are limited and will change during the construction process. Overflow parking is located at the Hogue Center. Priority for parking spaces will be determined by the Resident Directors or the Housing Director.

Due to a city ordinance, there is no parking permitted on Convent Avenue at any time, including during move-in or moving out times.

Permissions & Exclusions

Porch and yard furniture must be in safe working order, tasteful, and add to the curb appeal of the apartments. Outdoor furniture should have minimal disruption to yard maintenance activities, such as mowing and plowing. Potted plants are allowed on the porch if the wood is protected from water and dirt staining. No Christmas or outdoor lighting are allowed outside. Bikes must be stored securely at bike racks.

Fire pits are not permitted, unless under special permission by the Safety Officer and NEBC Administration, in full accordance with city ordinances and Vermont Fire Marshall.

Any yard activities that cause significant damage to the lawn or grounds, such as digging horseshoe pits, are not permitted.

No vehicle maintenance projects are allowed in the parking lot. Any vehicles with excessive leaking must be repaired to prevent damage to the parking lot surface. Vehicles not in working order must be removed from the Village parking lot or have a repair plan communicated and agreed upon with NEBC administration.

No personal businesses can be conducted from the apartments, including yard sales.

Firearms are not permitted at the Village unless the residents have received written approval from NEBC administration.

Rent

GAV Option 1

Year-Round rental rate is \$437.50 per month Single (Quad Occupancy) or \$1,750.00 per month Married Couple per month with first payment due at the established NEBC Move-In Date. Student will be billed for each additional month at the designated time for a total of 8 additional payments of \$437.50 each for Single or \$1,750.00 each for Married Couple until the term of the lease has expired per paragraph 3.

GAV Option 2

Semester Only (If available) rental rate is \$437.50 Single or \$1,750.00 Married Couple per month with first payment due at the established NEBC Move-In Date. Student or Married Couple will be billed for each additional month at the designated time for a total of 3 additional payments of \$437.50 Single or \$1,750.00 Married Couple until the term of the lease has expired at the end of the semester per paragraph 3.

a. **Rent:** Due in full on the move-in date and subsequent 15th of each month with a 5 day grace period after the 15th.

b. **Late Charge:** After the Grace Period of 5 days on the 21st day of the month the rent shall be considered late and a late charge of \$5.00 per day will be assessed for each day the rent is paid late.

c. **Occupancy:** No Student shall have the right to occupy the said Location and Unit # until all rents and security deposits have been paid and forms turned in, in accordance with this Lease Agreement. No Keys shall be given to any Student before all rents and security deposits have been paid and all forms filled out and signed.

d. **Interest Charge:** NEBC will charge interest at the rate of Two percent (2%) per month on any rent delinquent by more than sixty (60) days. Such interest will be in addition to the late charge and NEBC is authorized to apply security deposit to these items.

e. **Parking:** Parking shall follow the student handbook and will be allocated if available or if not available student will be assigned parking at the Library.

f. **Failure to Move-In or Vacating Unit:** If Student fails to move in or vacates the premises the security deposit will be forfeited.

Handbook Policies & Procedures:

a. Incorporated into this lease are the Student Handbook Policies & Procedures, JJ Hall Policies & Procedures, GAV Policies & Procedures, and Academic Catalog Policies & Procedures.

b. More specific inclusion of 5a aforementioned policies and procedures, animals / pets, cleanliness, damages, pest, inspections or access, etc.

Utilities:

NEBC will pay the following: electric, heat, internet, water, sewage, and garbage removal. Sufficient heat must be maintained by the Student at all time to prevent freeze during winter months and freezing conditions. Garbage shall be placed in the appropriate containers of JJ Hall and GAV

Deposits:

At the time of the signing of this Lease, each Student will deposit with NEBC the sum of \$200.00 which becomes the security deposit / damage and cleaning deposit when payment of move-in rent has been received. NEBC reserves the right to bring legal action for any damages to the property not covered by the deposit. In the event damages occur during the Lease Term, the deposit will be billed at the time of the damage, cleaning, or cost imposed per policies and procedures. If the amount of the deposit held by NEBC at any time falls below the \$200, the Student will be billed to bring the balance back up to \$200. Failure to do so is cause for termination of this Lease.

- a. Student agree that if more than (1) person occupies the unit the damages, at NEBC's discretion, may be apportioned between all the Students and subtracted from the Security Deposits as well as any additional monies that may be charged if the Security Deposit is insufficient. Upon the end of the Student's Lease, Students will be given a list of the deductions made to the account and will receive the remaining balance within 30 days of the ending of their Lease, provided they have given the NEBC Business Office their forwarding address. If the Student fails to provide their forwarding address the agree to waive their right to the remaining balance; said right shall be deemed waived and abandoned.
- b. Student in writing or by email to the NEBC Business Office may forward their Deposit to the next semester.
- c. NO Security Deposits will be returned until all Students have moved out.
- d. NO Check for the remaining balance Security Deposit will not be mailed until all keys are returned to the NEBC Business Office.

Insurance:

NEBC does not provide coverage for Student's personal property. We urge you to get your own insurance for losses due to theft, fire, water damage and the like. You intend to:

- Not buy insurance to protect against such losses, or
- Buy insurance from your own agent to cover such loses.

If neither is checked, you acknowledge that you will not have insurance.

NEBC's Right to Void Lease:

NEBC reserves the right to void lease, by giving written notice to Student or Students, at any time prior to all Deposits being received from Student signing the below and rent the property to another Student. In this event, this Lease becomes Null and Void.

Use of Property:

Students will use the property only for residential purposes and agree to abide by all laws and ordinances of the Town of Bennington, VT, the State of Vermont, and the Codes of Conduct of NEBC.

Criminal Activity:

Any criminal activity committed by a Student or by any member of the Students household, or any guest or other person under the Students control that creates a danger to the premises in any criminal activity on or near the premises shall be ground for immediate termination of the lease.

End of Lease:

Student agrees to move out of the leased property at the end of this lease. NO Verbal communications of move-outs will be accepted. Student understands that once the lease has ended, the Student will agree to pay \$200 per day plus any and all costs that NEBC incurs due to the Student's failure to move out of the property on the agreed upon end date of this Lease.

Abandonment:

Any of the Student's personal property or possessions remaining on the property after the Student moves out will be considered to be abandoned property. NEBC will have the

right to remove and dispose of any abandoned property in any manner determined by NEBC. Student will pay for the cost of the removal and disposal of abandoned property.

TERMINATION:

In the event of a violation by any one of the Students occupying the Unit or their guests of any provision of this Lease, NEBC reserves the right to terminate the Lease, in which case all rents will be retained by NEBC. NEBC may evict on Student or all of the Students for a violation of the Lease at NEBC's discretion. A violation of aforementioned policies and procedures of paragraph 5 or this Lease is a material breach of this Lease. In the event NEBC needs to evict any Student(s) occupying the unit. The Student(s) hereby waives or gives up the right to any eviction notice, and agrees to move out immediately upon eviction.

Fire Protection:

Students are not allowed to tamper with or alter smoke detectors and report immediately inoperable or problem smoke detectors to Facilities Manager or Director of Housing for NEBC.

Move In Instructions:

All Students must adhere to instructions of the Housing Coordinator, Resident Directors, or RA's during move in. A Student is PROHIBITED move in until all rents and security deposits received or financial aid letters received along with all proper forms filled out, including employment of NEBC Works Financial Aid Program. No Keys will be given out to any Student until all paperwork is complete and rents and security deposits received.

Relocation: NEBC reserves the right at any time, with 5 days prior notice to the Student, to relocate the Student to another unit. 1

Delay of Occupancy: NEBC is not responsible for any delay of Student's occupancy cause by previous Student's occupancy holding over or repairs or cleaning that prevent Student from occupying the unit. The Lease Contract will remain in

full force and effect subject to abatement of rent on a daily basis during the delay.

Alterations & Improvements:

Student agrees to not alter or make improvements to the unit and all policies and procedures aforementioned in paragraph 5.

End of Lease:

This Lease agreement does not automatically renew. The move out and last date of the Lease is the final date of Lease Contract Term and cannot be changed without written agreement by NEBC.

Guests, Code of Conduct, and Safety

Apartment checks will be conducted at least once per semester. These inspections will be conducted by the Resident Directors or Dean of Students, with advanced notice of at least one day.

The NEBC Student Code of Conduct is in full effect for the residents at Gray Allison Village.

Quiet hours are in effect from 11 PM to 8 AM daily.

Families living at the Village Apartments are allowed to have guests of either gender. Guests can stay overnight up to three nights, with written approval of the Resident Director or Dean of Students. The Student Code of Conduct is applicable to all guests.

Single students living at the Village Apartments are allowed to have guests of the same gender. Guests who are family members of either gender can visit during move in or out times, or with written approval from the Resident Director or Dean of Students. Opposite gender family members are not permitted to the second floor, with the exception to move in or out times. Non-family guests of the opposite gender are not permitted in the apartments without written permission from RD or Student Services. Guests of the opposite gender are never allowed to stay overnight at an apartment with single students.

Occasional co-ed group gatherings can be approved for special events such as holiday parties, Bible studies, or group dinners. These requests must be in writing and include the guests in attendance, details of the event, and the beginning and end hours. Written requests should be emailed at least 48 hours before the event.

The Emergency Action Plan (EAP) for the Village are the same as those found in the NEBC Student Handbook. Specific details to the Village are as follows:

In case of fire, residents should exit their apartment immediately, call 911, and then contact the Safety Officer or Resident Director.

In case of lockdown or active shooter, the tenants should lock their doors and move upstairs, away from the windows.

STUDENT LIFE

PARKING

At the main campus, student parking is located on the far side of the tennis courts and grassy area (closest to Kocher Drive).

MAIN CAMPUS ENTRANCE

Students access the building by crossing the bridge and following the walkway along the stream to the rear entrance. Each student will be provided a key fob for entrance.

If you lose your key fob, please fill out a Key Replacement Request Form and return it to the Housing Director or Dean of Students.

CAR REPAIRS

No oil changes, other car maintenance or repairs are permitted on NEBC grounds without permission from the Facilities Manager. Any vehicle fluid leaks should be cleaned

up and, until leak is fixed, a mat or sheet of cardboard should be put under the vehicle to absorb the spill. Students will be billed for any cleanup expenses incurred.

STUDENT GUESTS

All guests of NEBC students at the Main Campus must enter via the Grace Christian School main entrance, where they must (1) sign in at the lobby desk, (2) Obtain a guest pass, and (3) wear the guest pass visibly for the duration of their visit. Guests must also check out at the Grace Christian School main entrance. Guests include spouses, friends, family, guests, etc.

Children and siblings of NEBC students are not allowed on campus unless under direct supervision of the NEBC parent/sibling: the child/sibling must be in the same room as the NEBC parent/sibling at all times.

PAYMENTS

Bill payments are due the first of each month. For fall semester, those months are August, September, October and November for New Students and September, October, November, and December for returning students. For the spring semester, those months are January, February, March and April for New Students and February, March, April and May for returning students.

If you would like to change the date of the month payments are due, schedule an appointment with the Business Office to personalize your due date. These changes need to be made by September 1 for the fall semester and February 1 for the spring semester.

NEBC REFUND POLICY/WITHDRAWAL

Students must contact the Registrar to begin the withdrawal process. Upon notification, the Business Office will update the student's financial obligation to NEBC. Refunds are determined by the official date of withdrawal and are subject to determined financial obligations to NEBC.

Students who are dismissed by NEBC for academic or disciplinary reasons are not eligible for a refund and are subject to NEBC Housing Policy.

Students in the NEBC Works Financial Aid program who withdraw from enrollment will be charged for tuition costs that were not covered by hours worked during the period prior to withdrawal.

Students eligible for a refund must complete a Refund Request Form available in the Business Office. Refunds will be processed within 30 business days of the request and issued only to the student. Refunds will be mailed to the permanent home address on file in Populi unless other instructions are specified on the Refund Request Form. NEBC retains the right to use any credit balance from tuition and room to cover other financial obligations the student has with NEBC. If a Refund Request form is not received within 14-days from date of withdrawal, no refund will be given and is subject to the NEBC Housing Policy.

Students with an outstanding balance after withdrawal must pay in full all outstanding balances. **Transcripts will NOT be provided for students whose account is not in good standing.**

Tuition Refund Schedule for 16 Week Semester

WITHDRAW BEFORE CLASSES BEGIN	100% REFUND
WITHDRAW BEFORE DROP DATE	50% REFUND
WITHDRAW AFTER DROP DATE	0% REFUND

Tuition Refund Schedule for 1 Week Intensive

WITHDRAW BEFORE CLASS STARTS	100% REFUND
WITHDRAW DAY 1	50% REFUND
WITHDRAW AFTER DAY 1	0% REFUND

CAMPUS ACTIVITIES

Students will have the opportunity to take advantage of various Northeastern Baptist College sponsored campus activities. Furthermore, if students want to host a campus activity or event, they may apply to Student Government for

approval and assistance. Any organizations or events chartered by student government must still seek approval for room and building usage through the Administration Office.

STUDENT GOVERNMENT

Student Government serves multiple purposes: The Student Body President acts both as an official student ambassador for the college, as well as a representative of the students to the administration. The Student Body President also presides over student government for the purpose of overseeing student organizations, planning special events, and other duties as necessary.

Presidential elections will be held in the spring. To be eligible to run for Student Body President, the student must hold sophomore class status or higher (i.e. must be in the process of completing at least 30 credits), have a cumulative GPA of 3.0, and receive a faculty recommendation.

There are times when the SGA is not in existence for various reasons. At those times, the Student Services department will plan and manage all Student Life events, with the involvement and input of the Student Body and Student Life team.

STUDENT ORGANIZATIONS

Student organizations are at the heart of student life at Northeastern Baptist College. Students may gather to form a school sponsored student organization in accordance with the guidelines located in the Student Services Office.

INTRAMURAL SPORTS

Various opportunities for students to participate in intramural sports competitions and activities are planned throughout the year.

JOB AND PRACTICUM PLACEMENT

In addition to the guidance of Shepherd Group leaders, students can receive information on job preparation from

the Student Services Office. The Student Services Office maintains a database with updated job and ministry practicum openings in the community.

NEBC WORKS PROGRAM

Students participating in the NEBC Works Program will receive supervision from their Works supervisor. As part of the program, students will receive orientation and job specific training.

See the NEBC Works written program for more information.

HEALTH & WELLNESS

Northeastern Baptist College does not have a wellness center on campus. However, located 1 mile from Jehovah Jireh Hall is Bennington Express Care. Located on the grounds of Southern Vermont Medical Center, Express Care is open 7 days a week, from 8 am to 6 pm (no appointment necessary). Express Care is located at 140 Hospital Drive.

Northeastern Baptist College does not have a Fitness Center. Located nearby is Anytime Fitness and the Bennington Recreation Center, where student can purchase memberships. Willow Park is located behind the Main Campus and provides walking paths, a skateboard park, volleyball courts, and more for your enjoyment.

PERSONAL COUNSELING

Shepherd Groups provide students with both mentorship and peer support with the purpose of personal and spiritual development. The Student Services Office is also available to provide students with encouragement and support.

The Student Services Office can also refer a student to professional counseling services in the local community, when deemed appropriate. Compensation agreement would be made between the students and counseling service.

SCHOOL CLOSINGS & DELAYS

Vermont is known for its snowy winters. Northeastern Baptist College may delay or cancel classes during inclement weather. Students should be aware of potential delays/closings. Northeastern Baptist College will send out an emergency notification via Populi to alert of closings and delays. You must sign up for this feature and can choose alerts via text or email. Albany area television stations will also be alerted of closings & delays: you can also visit them online (www.news10.com, www.wnty.com, or www.cbs6albany.com). There are times when daytime classes will be open, and evening classes cancelled, or vice versa. Please be aware of this.

Also, in the event classes are delayed, students will refer to the Delayed Class Schedule available on Populi and posted on campus.

TRANSPORTATION

Northeastern Baptist College does not provide student transportation. Our facilities are in several locations: Main Campus, Hogue Center & Library, JJ Hall, and Gray Allison Village apartments. Students are encouraged to carpool with those who have cars, walk, bike, or utilize the Green Mountain Express bus transportation system (free for students). Bus schedules are available in the Student Services Office.

DRESS CODE

At Northeastern Baptist College, we seek to maintain our Christian witness within our community for the purpose of making an impact in the Northeast and the world. While we have liberty in Christ, our community should be one which promotes the growth of our brothers and sisters in all areas of life. As a result of a commitment to the community of believers at this college, and since student attire while on campus is a direct reflection of the institution, students should exhibit neatness, cleanliness, and modesty in dress.

Generally, students at NEBC dress neatly and appropriately, however, students occasionally need external guidelines as they make decisions regarding personal appearance. The

following guidelines are standards in areas where questions are usually raised.

1. Clothes should fit properly to cover the body adequately when sitting, standing, and walking. Some extremes are not acceptable, including (but not limited to) shirts that leave one's chest, torso, or midriff uncovered; shorts that end above mid-thigh; pants worn below underwear; and/or revealing skirts or leggings.
2. Clothing with offensive, vulgar, or inappropriate advertising, pictures, and/or slogans, or that promote drugs or alcohol, are contrary to NEBC's Standards of Conduct and should not be worn.
3. Pajama pants and sleepwear are to be worn in Residence Halls only.
4. Shoes are to be worn at all times at main campus and the library. Bare feet are only acceptable outside, in residence halls, and during Open Gym. Shirts should be worn in public at all times, including outdoor exercise.
5. Sunbathing is not permitted on campus.
6. Specific dress guidelines may be instituted for special campus events, guests, speakers, etc. In addition, work-study supervisors may have specific guidelines of dress for serving in their area. Students are expected to comply with any individual work-study attire standards.

Business Casual may consist of:

Men: khakis or slacks, collared shirt or polo-style shirt, sweater, coat or blazer.

Women: khakis or slacks, skirts (touching knee or below), blouse or collared shirt, sweater, or blazer

Note: No jeans (except on casual Friday), ripped clothing, t-shirts, shorts, or athletic clothing.

Semi-formal attire may consist of:

Men: slacks, collared shirts, ties, blazer or suitcoat, dress shoes.

Women: dress or slacks/skirt and blouse with dress shoes.

NEBC seeks to be a loving and Christ-like community that is upheld and maintained by Scripture. We respect the uniqueness of God's children and their creativity of

expression. NEBC expects faculty, staff, and students within our community to dress in such a way that brings glory to God.

SOCIAL MEDIA

Northeastern Baptist College encourages our students to promote and recommend our institution through various social media outlets. However, please be advised that your conduct on your personal social media page is a reflection of NEBC as an institution. Therefore, you are responsible for anything you post on social media.

FOOD SERVICE

Northeastern Baptist College does not offer a meal plan program. However, students living on campus do have access to kitchens to prepare their own meals. Bennington has a number of grocery stores and restaurants—some restaurants even give a student discount. This enables the student to budget their own food expenses.

The Hebrews Café at the Hogue Center provides snacks, coffee and other light fare at a reasonable cost during evening hours

POST OFFICE BOXES

Each degree-seeking student will be assigned a post office box in the mailroom on the 4th floor of the Main Campus. Each student is responsible to check their mail regularly. Students will pick up their assigned key from the Administration Office and will be responsible to **return it to the Administration Office** at the completion of the Academic year or other term agreed upon by the Administration Office. If a PO Box key is lost, the student is responsible to report it immediately to the Administration Office and will be charged a fee of \$30 for key replacement. *Please note that RAs will not accept any mailbox keys.*

MAIL PROCEDURES

To receive your mail, including books and packages, please observe the following rules.

All student mail should be addressed as follows:

Joe or Judy Imaginary
c/o Northeastern Baptist College
PO Box 4600
Bennington, VT 05201

If you (or your parents) are ordering textbooks and they will be delivered through the post office, be sure to **include your name**.

If you are receiving a package that will be delivered via UPS or FED EX (as from Amazon or from home), you must include **the physical address** of the main campus. Do not use the street address of the dorms; no one will be able to accept & sign for your package. For example, the package should read:

Joe or Judy Imaginary
c/o Northeastern Baptist College
104 Kocher Drive
PO Box 4600
Bennington, VT 05201

If you still have questions on how to properly label your packages and mail, please see the Director of Student Services.

POLICIES AND PROCEDURES

FUNDRAISING POLICY

Any student-led on-campus fundraiser must fit into one of the following two purposes:

Fundraising for an official NEBC sponsored event or group. This would be a school-sponsored trip (i.e. Travel with a Purpose), a school-sponsored academic event, or for an official NEBC approved student organization (i.e. Student Government or an officially chartered student organization). In order for any donation to be recognized as tax-deductible, donations must be made directly through the Administration Office.

Fundraising for registered charitable organization. This organization must be a charitable organization recognized by the IRS as a church or registered as a 501(c)(3). In addition, the charitable organization cannot conflict with the core values of NEBC and/or the Baptist Faith and Message 2000. All funds must go directly to the organization and will not be handled by the Administration Office. Any checks should be made directly to the charitable organization.

In order to hold a fundraising event on campus, the student must submit a request for a fundraiser in writing to the Office of Student Services for approval at least 2 weeks in advance of desired fundraising activities. A request form can be found in the Student Services Office.

PAST DUE ACCOUNTS POLICY

Continuing Students

At the beginning of each semester, all charges for previous semesters must be paid in full or an agreeable payment plan must be established with Administration Office. It is the student's responsibility to schedule a meeting with the Administration to complete a Payment Plan Agreement form. If a student does not pay their past charges in full or establish a payment plan by the end of the first week of classes, or if at any time a student fails to adhere to the terms of an established payment plan, their enrollment in NEBC will be cancelled. No transcripts will be provided for students whose accounts are not in good standing.

For current students, any student fees, including the Student Life fee, which are not paid by the required date will be subject to a \$5 late fee each month until the full amount due is remitted.

For current students, scheduled housing payments will be charged a 1% late fee for each month when housing payments are not received, until the account is current. Note that the Past Due Student Accounts Policy already states that payment for past semesters must be made (or a payment plan must be established) prior to the first week of classes in order for the student to remain enrolled.

Non-Current Students

If a student chooses to withdraw, the student must meet with the Administration Office to review and sign a Payment Plan Agreement form. Checkout forms will not be signed until the form is complete.

Graduating students are required to complete the Graduation form and pay their account balance in full or establish a payment plan.

No transcripts will be provided for students whose accounts are not in good standing.

Past Due Accounts

An account is considered delinquent after 60 days of no payments being received. After 60 days, accounts will be assessed a monthly finance charge of 1%. To return to good standing, all missed payments on a delinquent account must be made.

An account is considered in default after missing an additional 4 months of payments (total of six months with no payment). To return to good standing, an account in default must be paid in full or a new Payment Plan Agreement form must be negotiated with the Administration.

Disputes

The parties to this policy are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (see Matthew 18:15-20; 1 Corinthians 6:1-8). Therefore, the parties agree that any claim or dispute arising from or related to this policy shall be settled by biblically-based mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation.

Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to jury and their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

NEBC retains the right to report non-payment to one or more credit bureaus.

DRUGS, ALCOHOL, AND TOBACCO

According to the Student's Standards of Conduct, students will not be permitted to use or possess drugs, marijuana, alcohol, or tobacco, while enrolled at Northeastern Baptist College. Please note that this includes e-cigarettes, "vapors", and any other products emulating drugs, marijuana, alcohol, or tobacco. Any student found in violation of this standard may be subject to discipline according to NEBC's discipline guidelines. Furthermore, if a student is found in violation of Vermont State law, they may be subject to legal action as well.

The Student Services Office contains information concerning drug, marijuana, alcohol, and tobacco abuse effects: social, spiritual, and physical. Furthermore, both student life and shepherd leaders have access to resources for substance abuse support and rehabilitation groups.

To encourage students struggling with these issues, NEBC has enacted an amnesty policy.

AMNESTY POLICY

Northeastern Baptist College understands that students struggling with certain issues which violate the Student Handbook or Student Code of Conduct may be fearful to seek help due to the fear of consequences. Therefore, NEBC has an amnesty policy which allows students who desire support and help to work through these issues which may include the abuse of drugs (including marijuana), alcohol, and tobacco, the use of pornography or other sexual sin, and more. For a student to receive amnesty, requests must precede any confrontation or student discipline. Students who seek help should contact the Office of Student Services for more information and to work out a mutually agreeable support plan.

SEXUAL MISCONDUCT POLICY

In keeping with the Standards of Conduct and its commitment to Christian purity, NEBC prohibits sexual relations outside of the confines of biblical marriage (on or off campus) in all members of the NEBC community. Furthermore, NEBC prohibits any behavior which promotes such relations including (but not limited to) nudity, cohabitation, laying in bed together, and other intimate forms of touching. Any reported or observed physical expressions of, written descriptions about, and/or images suggesting sexual misconduct, even when consensual, is subject to discipline under the NEBC discipline guidelines. Discipline in this area will seek to be redemptive and consequences will depend on the facts and circumstances of each case.

SEXUAL HARASSMENT, ABUSE, AND ASSAULT POLICY

The college shall not tolerate any form of sexual harassment, abuse, or assault among faculty, staff, or students. In other words, NEBC has a zero-tolerance policy in regard to sexual harassment, abuse, and assault. This document sets forth the college's policy as well as procedures for reporting and action that will be taken in case of suspected violation of this policy. This document also sets forth the responsibilities and rights of both students and employees. It is the intention of this policy to ensure that NEBC is a workplace and an educational entity free of sexual harassment, abuse, and assault. Both students and employees are strongly encouraged to report suspected violations of this policy.

Employee Policy

Sexual Harassment, Abuse, and Assault in the workplace are unlawful in the State of Vermont. Further, it is unlawful to retaliate against an employee for filing a complaint of sexual harassment or cooperating in an investigation into charges of sexual harassment.

In the State of Vermont sexual harassment in the workplace is defined as follows:

Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to that conduct is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual; or (3) the conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

In addition to the above definitions Vermont Law recognizes, but is not limited to the following examples of sexual harassment:

Examples of sexual harassment include, but are not limited to the following, when such acts or behavior come within one of the above definitions: either explicitly or implicitly conditioning any term of employment (e.g. continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors; touching or grabbing a sexual part of an employee's body; touching or grabbing any part of an employee's body after that person has indicated, or it is known, that such physical contact was unwelcome; continuing to ask an employee to socialize on or off-duty when that person has indicated s/he is not interested; displaying or transmitting sexually suggestive pictures, objects, cartoons, or posters if it is known or should be known that the behavior is unwelcome; continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior; referring to or calling a person a sexualized name if it is known or should be known that the person does not welcome such behavior; regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior; retaliation of any kind for having filed or supported a complaint of sexual harassment (e.g. ostracizing the person, pressuring the person to drop or

not support the complaint, adversely altering that person's duties or work environment, etc.); derogatory or provoking remarks about or relating to an employee's sex; harassing acts or behavior directed against a person on the basis of his or her sex; off-duty conduct which falls within the above definition and affects the work environment.

An employee should recognize that any and/or all of the following consequences may be expected for violating NEBC's zero tolerance policy: reprimand, probation, required counseling, suspension, failure to offer future contracts, and/or termination. In addition, an employee may not receive an offer of future contracts, or be terminated if there is cause to believe that an employee may retaliate against others for making complaints of sexual harassment and/or cooperating with an investigation of sexual harassment. Further, it should be understood NEBC will report any findings of sexual harassment, abuse, or assault to the proper authorities immediately.

Student Policy

While the above policy is required by Vermont Law in regard to employees within a workplace environment, NEBC adopts the same policy for students to student relationships. We are a Christian institution and will maintain a zero-tolerance policy for sexual harassment, abuse, and assault among our student body.

Faculty & Staff-Student Policy

The student-professor and student-college staff relationships in a Christian institution must be maintained with professionalism, integrity, and holiness. Considering the Biblical instructions concerning teacher and mentor responsibilities and accountability to our Lord Jesus Christ, NEBC expects all faculty and staff to be extra careful in relating to students. The Apostle Paul's Admonition to Timothy sets a high standard of expectation. ***"Do not rebuke an older man, but exhort him as a father, younger men as brothers, older women as mothers, younger women as sisters, with all purity."*** (1 Timothy 5:1-2) Therefore, the entirety of

the above policy applies to these relationships, and should be guarded carefully.

Employee Procedures

Considering our Christian witness, NEBC's zero-tolerance policy, and the fact that sexual assault, abuse, and harassment are unlawful in the state of Vermont; all violations of the above policy should be reported immediately. The suspected violation should be reported in writing. Copies of the report should be given to the employee's immediate supervisor, the Vice President of Administration, and the President. The report may be hand delivered or mailed via US Mail to the following:

1. Employee's Immediate Supervisor
co/ NEBC
PO BOX 4600
Bennington, VT 05201
2. Executive Vice President Kevin Payne
co/ NEBC
PO BOX 4600
Bennington, VT 05201
3. President Mark Howell
co/ NEBC
PO BOX 4600
Bennington, VT 05201

Each person may also be reached by telephone at 802-753-7233. If the suspected violation involves one of the above persons, the report should be made only to the other two.

Upon receipt of a suspected violation of the above policy, the President, Vice President of Academics, and one other person, appointed by the President will conduct a preliminary investigation into the report. The results of the preliminary investigation will be placed in written form and include: the scope of the preliminary investigation, the findings, and any action taken. The preliminary report will be placed in the employee's file, and shared with the officers of the Board of Trustees.

Possible findings and potential action of the preliminary investigation include:

1. If no indication of the suspected violation is found, the employee under investigation will be notified and encouraged to be careful to avoid even the appearance of violation in the future.
 2. If clear evidence of violation is discovered the employee may be reprimanded, placed on probation, required to seek counseling, suspended, receive notice of intent to not offer future contracts, and/or be terminated immediately. If there is clear evidence that state or federal law has been violated, it will be reported to the proper authorities immediately. NEBC will cooperate with law enforcement in any investigation process they deem necessary.
 3. If there is indication of possible violation but it is determined a full internal investigation is needed, the President, in consultation with the Board Officers, will appoint an Investigation Team to conduct the Full Investigation. If a Full Investigation is called for, the President may suspend the employee in question, pending the completion of the Full Investigation. If at any time during the Full Investigation the Investigation Team finds evidence of a violation of state or federal law, it will be reported immediately to the appropriate authorities, and then reported in writing to the Vice President of Administration, the President, and the Board Officers. The final report of the Investigation Team will be reported in writing. A copy of the final report with findings and recommended action may include:
 - a. A finding of no evidence of the suspected violation of the policy and no indication that the employee may retaliate against complainants, and/or those who cooperated with the investigation. The Investigation Team may recommend full reinstatement of service, reinstatement of service with probation, and/or reinstatement of service with counseling.
 - b. A finding of no evidence of suspected violation, but an assessment indicating the likelihood the employee will retaliate against one or more of the complainants, and/or those who cooperated with the investigation. In this case the Investigation Team may recommend further counseling, probation, that future contracts not be offered, or that the employee be terminated. The final decision on this recommendation rests with the President in consultation with the Board Officers.
 - c. A finding of evidence that the above policy was indeed violated. If federal or state law was violated the report should indicate the discovery of the violation of law, the date, time, law enforcement agency, as well as the name and contact information for the law enforcement officer who was notified of the breach of law. The report should also include one of the following recommendations:
 - i. Probation and/or Suspension with Counseling
 - ii. Terminal Leave until the end of current contract term, with no future contract offer.
 - iii. Immediate Termination
- A copy of the final report will be given to the employee under investigation, the Vice President of Administration, the President, the Board Officers, and a copy will be placed in the employee's file.
- Upon receipt of the final report, the President, in consultation with the Board Officers, will act on the recommendation.
- The decision of the President, in consultation with the Board Officers, will be considered the final action of the college on the matter.
- Student Procedures***
- Considering our Christian witness, NEBC's zero-tolerance policy, and the fact that sexual assault, abuse, and harassment are unlawful in the state of Vermont; all violations of the above policy should be reported immediately. The suspected violation should be reported in writing. Copies of the report should be given to the Director of Student Services, the Vice President/ Dean of Students, and the President. The report may be hand delivered or mailed via US Mail to the following:
1. Dean of Students Tony Levesque

co/ NEBC
PO BOX 4600
Bennington, VT 05201

2. Dean of Students Office
co/ NEBC
PO BOX 4600
Bennington, VT 05201
3. President Mark Howell
co/ NEBC
PO BOX 4600
Bennington, VT 05201

Each person may also be reached by telephone at 802-753-7233. If the suspected violation involves one of the above persons, the report should be made only to the other two.

Upon receipt of a suspected violation of the above policy, the President, Dean of Students, and one other person, appointed by the President will conduct a preliminary investigation into the report. The results of the preliminary investigation will be placed in written form and include: the scope of the preliminary investigation, the findings, and any action taken. The preliminary report will be placed in the student and/or employee file of the person(s) involved. The report will also be shared with the officers of the Board of Trustees.

Possible findings and potential action of the preliminary investigation include:

1. If no indication of the suspected violation is found, the student and/or employee under investigation will be notified and encouraged to be careful to avoid even the appearance of violation in the future.
2. If clear evidence of violation is discovered the student and/or employee may be reprimanded, placed on probation, required to seek counseling, suspended, or expelled. If the person found in violation is an employee, he/she may also receive notice of intent to not offer future contracts, and/or be terminated immediately. If there is clear evidence state or federal law has been violated, it will be reported to the proper authorities immediately. NEBC will cooperate with law enforcement in any investigation process they deem necessary.
3. If there is indication of possible violation but it is determined a full internal investigation is needed, the President, in consultation with the Board

Officers, will appoint an Investigation Team to conduct the Full Investigation. If a Full Investigation is called for, the President may suspend the student and/or employee in question, pending the completion of the Full Investigation. If at any time during the Full Investigation the Investigation Team finds evidence of a violation of state or federal law, it will be reported immediately to the appropriate authorities, and then reported in writing to the Dean of Students, Vice President of Administration, the President, and the Board Officers. The final report of the Investigation Team will be reported in writing. A copy of the final report with findings and recommended action may include:

- a. A finding of no evidence of the suspected violation of the policy and no indication that the student and/or employee may retaliate against complainants, and/or those who cooperated with the investigation. The Investigation Team may recommend full reinstatement, reinstatement with probation, and/or reinstatement with counseling.
- b. A finding of no evidence of suspected violation, but an assessment indicating the likelihood the student and/or employee will retaliate against one or more of the complainants, and/or those who cooperated with the investigation. In this case the Investigation Team may recommend further counseling, probation, suspension, expulsion, that future contracts not be offered, or that the student and/or employee be terminated. The final decision on this recommendation rests with the President in consultation with the Board Officers.
- c. A finding of evidence that the above policy was indeed violated. If federal or state law was violated the report should indicate the discovery of the violation of law, the date, time, law enforcement agency, as well as the name and contact information of the law enforcement officer who was notified of the breach of law. The report should also include one of the following recommendations:
 - i. Probation, Suspension with Counseling, and/or Expulsion of a student,

- ii. Probation and/or Suspension with Counseling
- iii. Terminal Leave until the end of current contract term, with no future contract offer of an employee.
- iv. Immediate Termination of an employee

A copy of the final report will be given to the student and/or employee under investigation, the Dean of Students, the Vice President of Administration, the President, the Board Officers, and a copy will be placed in the student and/or employee file.

Upon receipt of the final report, the President, in consultation with the Board Officers, will act on the recommendation.

The decision of the President, in consultation with the Board Officers, will be considered the final action of the college on the matter.

Legal Contact Information

1. **Bennington Police Department, 118 South St.
Bennington, VT 05201,
tel. 802-442-1030.**
2. **Vermont Attorney General's Office, Civil Rights Unit,
109 State Street, Montpelier, VT 05609, tel: (802)
828- 3171 (voice/TDD).**
3. **Equal Employment Opportunity Commission, New
York District Office 33 Whitehall Street, 5th
Floor, New York, NY 10004 ,tel: 1-800-669-
4000 Fax: 212-336-3790 ,TTY: 1-800-669-
6820, ASL Video Phone: 844-234-
5122, www.EEOC.gov.**

EQUAL OPPORTUNITY

Northeastern Baptist College admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the College. The institution does not discriminate on the basis of race, color, national and ethnic

origin, physical handicap, or sex, beyond our Statement of Faith, in the administration of its educational policies, admission policies, employment policies, student activities, or scholarship programs.

EMOTIONAL SUPPORT ANIMAL POLICY

Emotional Support Animals

Service dogs and emotional support animals (sometimes referred to as therapy animals) play an important role in facilitating academic success for students with certain disabilities. There is a difference between a service dog and an emotional support animal (ESA).

A service dog is individually trained to do work or perform a specific task or tasks for the benefit of an individual with a disability. The work or tasks performed by a service animal must be directly related to the individual's disability.

Service dogs are allowed in all facilities on campus. Dogs whose sole function is to provide comfort or emotional support do not qualify as service dogs.

Emotional support animals are only allowed in one's dwelling (residence hall room), and not in any other facilities on campus.

Service Dogs

As per the Americans with Disabilities Act, service dogs are permitted to accompany individuals with disabilities in all areas of Northeastern Baptist College (NEBC), including classrooms, library, cafes, and living areas.

An individual accompanied by a dog who they identify as a service dog, may not be asked about the nature or extent of their disability to determine whether the dog qualifies as a service animal.

However, an individual may be asked:

- *Is the dog a service animal required because of a disability?*
- *What work or task has the dog been trained to perform?*

A service animal must be housebroken. It must be kept on a leash, harness, or other tether, unless the person is unable to hold those items, or if it would interfere with the dog's task.

All Service Animals must comply with all state and local vaccination and licensing requirements.

All service animals must be under the control of their handlers at all times. Handlers are solely responsible for the actions of their service animals and will not leave their service animals unattended.

NEBC will maintain a voluntary registry for Service Animal Handlers wanting to alert emergency officials to look for service animals during an emergency evacuation process. Participation in the registry is not a requirement but is an option for those Service Animal Handlers who desire to participate.

Emotional Support (ESA) or Therapy Animals

An emotional support animal (ESA) is an animal that provides emotional support or comfort that ameliorates (improves) one or more identified symptoms or effects of a person's disability. Unlike service animals, emotional support animals are not trained for a specific task.

ESAs are not allowed to accompany individuals in any classroom or public buildings on campus. They can only be kept in one's dwelling, (JJ Hall or Gray Allison), as ESAs are covered by the Fair Housing Act. ESAs would not be allowed in the Commons at JJ Hall. ESAs approved for staff and faculty members are only allowed in the approved office and not in classrooms, chapel, or other areas of the public buildings on any of our campus facilities.

Documentation of a disability from a licensed physician, mental health provider, psychiatrist, or another qualified health professional with whom the requester has an ongoing relationship is required for an ESA to be considered by the Dean of Students and/or President's Office, in order to determine:

- *That the individual qualifies as a person with a disability.*

- *That the support animal is necessary to afford the individual an equal opportunity to enjoy the residence halls.*
- *That there is a direct correlation between the disability and the assistance that the animal provides.*

A student seeking to keep an ESA in NEBC housing must make a formal request to the Office of Student Services. A member of the staff or faculty requesting to bring an ESA to their office must make a formal request to the office of the VP of Administration.

The application process is as follows:

The Emotional Support Animal Application must be submitted least 30 days before the start of the semester or academic year for which the presence of an ESA is requested. The individual requesting to keep an ESA in NEBC housing or staff/faculty office must submit documentation from a licensed physician, mental health provider, psychiatrist, or other qualified health professional with whom s/he has an ongoing relationship.

The documentation must:

- *Be current;*
- *Be presented on professional letterhead;*
- *Be signed by the licensed provider;*
- *Indicate that the student making the request has a disability; and*
- *Describe how an ESA will provide support that alleviates one or more identified symptoms or effects of the requesting student's disability.*

In addition, before an ESA is approved, the owner must submit documentation from a licensed veterinarian that the ESA is in good health and that its required immunizations are up to date. Emotional Support Animals must comply with all state and local vaccination and licensing requirements.

Upon receiving documentation, a formal interview with the student or member of the staff or faculty and the animal will be scheduled. The Dean of Students, VP of Administration and/or his representative will conduct the in-person interview.

Once all documentation has been reviewed and the in-person interview completed, the Dean of Students or VP of Administration will meet with the Administration Department to review the request and will notify the student or staff/faculty member via NEBC e-mail about whether the request is approved or denied.

The safety and security of all NEBC faculty, staff, students, visitors, and guests is of utmost importance to the college and determinations regarding ESA will be made accordingly.

An application may be denied if granting the request would impose an undue financial and administrative burden on the college, or fundamentally alter the essential nature of the college's operations, or the specific assistance animal in question would pose a direct threat to the health or safety of others despite any other reasonable accommodations that could eliminate or reduce the threat, or the request would result in significant physical damage to the property of others despite any other reasonable accommodations that could eliminate or reduce the physical damage.

Approval is for a specific semester and/or academic year; thus, a request must be made each academic year.

Any approval is animal-specific. If a student, staff, or faculty member intends to replace an approved ESA with a different animal, a new application must be made.

If approved, the student, staff, or faculty member requesting an ESA must meet with the Dean of Students or VP of Administration respectively to review and sign an Emotional Support Animal Agreement which describes specific policies and procedures concerning animals in residences.

After that, individuals who may be impacted by the presence of the ESA will be notified as necessary, including, for example, NEBC faculty, staff, and/or roommates.

ESAs may not be brought into Northeastern Baptist College until the student, staff, or faculty member has met with the Dean of Students or VP of Administration, signed the ESA agreement, and received written notice from the Office of

Student Services or Office of Administration that the animal can move in or begin coming with the staff, or faculty member to his/her office.

STUDENTS WITH DISABILITIES

Northeastern Baptist College complies with the Americans with Disabilities Act (1990) and Section 504 of the Rehabilitation Act (1973) and therefore seeks to provide access to students with physical, intellectual, and/or learning disabilities. It is the student's responsibility to voluntarily identify himself/herself as disabled to the Director of Student Services in order to receive accommodations. Upon presentation of acceptable documentation, the Director will then address the needs of each student on an individual basis. In some cases, Northeastern Baptist College may request additional medical or disability information to fully assess the circumstances. Documentation of disability is kept confidential and the Director of Student Services will maintain records related to student disability. Faculty should refer students with any accommodation requests to the Director of Student Services.

In post-secondary settings, the student is responsible to request special accommodation if desired, but a faculty member can make a student comfortable by having a statement on each syllabus that tells students that if they have a disability and may need accommodations they will need to meet with the Director of Student Services before accommodations may be implemented. The Director of Student Services will work directly with the student and the student's faculty (via memorandum or email) to coordinate classroom and coursework accommodations. Instructors shall accommodate all students with a disability as specified by the Director of Student Support Services unless such accommodation compromises the essential elements of the course, program, service, job, activity, or facility or creates an undue hardship as legally defined. Instructors should present any concerns to the Director of Student Services.

HAZING

Hazing will not be tolerated at NEBC. In addition, Vermont State Law prohibits hazing:

“Hazing” means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with an educational institution; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of a student. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. Hazing may occur on or off the campus of an educational institution.

Any student found guilty of hazing will be subject to disciplinary action up to, or possibly including, college suspension or criminal action.

STUDENT GRIEVANCES

In the event a student has a concern or grievance that he/she feels warrants authoritative action, he/she is to speak to his/her Shepherd Group Leader. If the concern or grievance is in breach of Northeastern Baptist College's core values, articles of faith, code of conduct, or a violation of the law, the Shepherd Group leader is responsible to take said grievance to the Dean of Students, who shall formally document the event and bring it to the President of the college. If the Shepherd Group Leader is involved in said grievance or the student is not comfortable bringing the grievance before the Shepherd Group Leader, then the student is to go directly to the VP/Dean of Students. If the documented grievance or concern is believed to be a violation of the law, the President, or his representative, must take immediate action by contacting local authorities.

SEX OFFENDER REGISTRY

The Campus Sex Crimes Prevention Act (CSPCA) requires all US higher education institutions to provide students with

links to the Vermont State Sex Offender Registry. The current Vermont State Sex Offender Registry can be found at this link:

http://www.communitynotification.com/cap_main.php?office=55275.

SAFETY AND SECURITY

At NEBC we take the safety and security of our students, staff, faculty, and guests seriously. In order to enable communication of our present realities and future plans this section includes basic information on our facilities, our personnel, our general policies & procedures, and a brief outline of our **Emergency Action Plan (EAP)**. Please review this section carefully and direct any questions you may have to our Student Services Office. For the 2022-2023 Academic year the Safety Officer is Ed Lucas.

Please note that In the event of emergencies, the Populi messaging system will be utilized to provide warnings and updates. It is very important to keep your phone number up-to-date and verified in your Populi account to ensure you receive emergency notifications.

GENERAL POLICIES

1. Students, staff, faculty, and administration are all part of the NEBC family and, more importantly, part of God's family. Therefore, it is expected that we will all watch out for the safety and security of one another.
2. Any student found to be intentionally endangering the safety and security of any member of the community and/or the community as a whole, will be subject to disciplinary procedures outlined in this handbook.
3. The Administration Staff will regularly review the security policies, procedures, the facility needs, and the Emergency Action Plan for revisions and updates to meet the ever-changing challenges of life in the 21st Century.
4. Students should be ready to cooperate with the Safety Officer, RA, and Administration Staff in resolving and/or

reporting of any issues.

5. Students will be notified of all policy additions, and/or changes.

GENERAL PROCEDURES

1. If a student observes *a potential* threat to the security of the community and/or its members, the student should call 911 and notify the Safety Officer, his/her RA, the Director of Student Services, or a member of the Administration Staff.
2. If a student observes *an immediate* threat the student should not try to deal with it unilaterally, but should act to get to safety immediately, call 911, and notify the Safety Officer, their RA, the Director of Student Services, or a member of the Administration Staff as soon as safely possible.
3. Fire drills at the main campus will be conducted once a month during the school year in coordination with Grace Christian School. Fire drills at the Hogue Center and Student Housing will also occur monthly.
4. Natural Disaster and Terrorist threat drills will be conducted on a regular basis in coordination with Grace Christian School at the main campus. Natural Disaster and Terrorist threat drills will also be conducted on a regular basis at the Hogue Center and Student Housing.
5. Students will be notified of all procedural changes.

EMERGENCY ACTION PLAN (EAP)

The purpose of this section is to provide you, the student, with a clear understanding the proper action to take in the event that you are involved and/or witness to an emergency situation. Below you will find a several specific types of emergency situations and the steps you should take in regard to each situation. *For any situation, a student must report the incident within 24 hours to their RA (if housing related), to the Director of Student Services, to the Safety Officer, or to Administration Staff.*

LOCKDOWN

During a lockdown you should immediately take these steps:

1. Proceed to the nearest safe room.
 - At the main campus: on the 3rd floor, designated rooms are the Student Services Office and Music Room. On the 4th floor, designated rooms are the President's Office and the Conference room.
 - At the Main Campus during Chapel, follow the directions of the staff member leading the Chapel service.
 - At the Library, the safe room is the processing room.
 - At Jehovah Jireh Hall, stay in your dorm room. If you are in the common areas, proceed to the dining room and sit against the interior wall. The entry door should have the slide bolt secured and the blinds closed. If you are in the laundry room, stay there.
2. Once in your safe room, follow these guidelines:
 - Move away from windows and sit on the floor.
 - If there is a staff member in the room, he/she will lock the door and close the blinds.
 - Doors should NOT be barricaded in case the need arises for a quick exit.
 - Everyone is to remain quiet with no talking.
 - You should stay where you are and quiet until the Safety Officer, Administration Staff, and/or law enforcement tells you to move. Alerts will be also be sent via Populi to your cell phone.
 - If fire alarm goes off while in lockdown, do not leave the room unless directed to do so by a staff member or law enforcement.

FIRE/EXPLOSION

1. Get to safety.
2. Call 911

3. Notify the Safety Officer, RA or Director of Student Services (if at Student Housing) and/or a member of the Administration Staff.

4. General fire safety rules are:

- Use stairwells to exit, avoid elevators.
- If there is no alarm sounding, pull the fire alarm as you exit the building.
- Before exiting feel door to be certain it is not heated. If heated, move to the next nearest exit.
- Remember if your clothing catches fire, stop, drop, and roll!
- If the hallways and/or stairways are filled with smoke, stay as low to the floor as possible while you are exiting.

5. As soon as you are out of the building, go to the nearest designated safe area and check in with Administration Staff.

- Main Campus: exit either via the back entrance and meet at fence near road, or exit via the Bridge exit and meet at tennis courts.
- Hogue Library: meet at the Loose Cannon Café.
- Jehovah Jireh Hall: meet at Catholic Church at the entrance closest to the dorms.

NATURAL DISASTER

In the event of a natural disaster students will be notified of proper emergency procedures at the time of the event. This may include moving to a safe area of the campus and/or moving to a designated emergency shelter.

Our main campus is designated as one of the possible emergency shelters in Bennington. Therefore, in the event of a natural disaster it is likely that students will be secured on the main campus.

Students are to cooperate with the Safety Officer, Administration Staff, RA, Director of Student Services, and Emergency Personnel at all times.

MISSING STUDENT

If you notice a fellow student is unexplainably missing from classes, dorm, etc. notify the Student Services Office, Administration Staff, and/or one of the Deans.

If you are a residence student and your roommate does not return on the overnight, please alert your RA or Director of Student Services.

STUDENT THREAT

If there is a verbal, written, or physical threat to students, faculty, or staff do not engage the one making the threat.

Call 911, if appropriate.

Notify the Safety Officer, RA (if at Student Housing), Dean of Students, and/or a member of the Administration Staff.

SUICIDE THREAT

If you hear a student, staff, or faculty member threaten suicide, it should be taken seriously.

If your own life is endangered, move to safety immediately and notify the Safety Officer, your RA, Dean of Students, and/or Administration Staff.

If it is safe for you to stay with the person, talk to them and seek to obtain assurance that he/she will not harm themselves or anyone else.

If possible send someone to notify the Safety Officer, RA, Dean of Students, and/or Administration Staff.

If you cannot send someone else for help, try to get the person to agree to allow you to call a staff member for support. Use cell phone, text, and/or phone in room to call for help.

If you find a suicide note, it should be taken seriously and given to the Safety Officer, RA, Dean of Students, and/or Administration Staff immediately.

MEDICAL EMERGENCY

Awareness: Many people suffer with severe allergic reactions to a variety of elements including: foods, bees/hornets, etc. You should be alert to the potential health threat among your friends.

If you see an individual having a medical emergency:

- Call 911
- Ask them how you can help.
- Notify the Safety Officer, RA (if at Student Housing), Dean of Students, and/or a member of the Administration Staff.

WEAPON ON COLLEGE GROUNDS

If you become aware of a weapon on campus (including firearms, illegal knife, explosives (including fireworks) or potentially hazardous gas, etc., you should immediately notify the Safety Officer, your RA, Dean of Students, and/or Administration Staff.

Please be aware that certain firearms may be allowed in student vehicles with written approval from the NEBC administration.

You should not confront the person yourself.

INTRUDER

If an unauthorized and/or suspicious looking person is on school property, immediately contact the Safety Officer, RA, Dean of Students, and/or Administration staff.

Cooperate with Safety Officer and/or Administration Staff.

SUSPICIOUS DEVICE

Notify the Safety Officer, RA (if at Student Housing), Dean of Students, and/or a member of the Administration Staff.

Cooperate with Safety Officer, police, and/or Administration Staff.

Do not notify other students unless/until instructed to do so by Safety Officer and/or Administration Staff.

CIVIL DISTURBANCE

- Call 911
- Do not engage with people causing the disturbance.
- Get to a safe place.
- Notify the Safety Officer, RA (if at Student Housing), Dean of Students, and/or a member of the Administration Staff.
- Do not notify other students unless/until instructed to do so by Safety Officer and/or Administration Staff.

ASSAULT/FIGHTING

- Do not join the fight.
- Call 911
- Notify the Safety Officer, RA (if at Student Housing), Dean of Students, and/or a member of the Administration Staff.

DEATH ON COLLEGE GROUNDS

- Call 911
- Notify the Safety Officer, RA (if at Student Housing), Dean of Students, and/or a member of the Administration Staff.
- Do not notify other students unless/until instructed to do so by Safety Officer and/or Administration Staff.

ACCIDENT

Involving a vehicle on campus property

- Survey the scene making sure it is safe before approaching the vehicle(s).
- If scene is obviously unsafe:
 - Call 911 immediately

- Notify the Safety Officer, RA (if at Student Housing), Dean of Students, and/or a member of the Administration Staff.

- If the scene is safe:

- Check to see if there are people still in vehicle(s)
- If the people are unable to move, call 911, rather than trying to remove them from the vehicle yourself.
- Notify the Safety Officer, RA (if at Student Housing), Dean of Students, and/or a member of the Administration Staff.
- Cooperate with police, fire, rescue, and security personnel on the scene.
- Do not make statements to by-standers and/or media.

A non-vehicle accident

- If there is an immediate threat to life:

- Get to safety
- Call 911
- Notify Security and/or a member of the Administration Staff.
- Help others get to safety (if possible without endangering your own life).
- Cooperate with emergency personnel, Security and Administration Staff.

- If there is an injury without immediate threat to life:

- Assess the situation.
- Contact Safety Officer, RA (if at student housing), Dean of Students, and/or a member of the Administration Staff.
- Cooperate with emergency personnel, Safety Officer and Administration Staff.

DISCIPLINE

CONFLICT RESOLUTION POLICY

From time to time a student may encounter a problem in their relationship with Northeastern Baptist College. When such an event occurs, whether concerning finances, academic issues, or other matters, the student should follow the procedure outlined below. All such matters should be referred to the appropriate individual.

The Dean of Students is the designated institutional person for giving direction and handling conflicts. The following guidelines should be followed for resolving disputes.

1. Each concern should be expressed verbally as well as in writing to the staff, faculty or administrative person who is directly responsible for managing the institutional area.
 - Academic Administration – Dr. James Robertson
 - Finance & Accounts – Mauricio Martins
 - Registrar and Academic Records – Becky McDill
 - Student & Residence Life – Tony Levesque
2. If the student does not believe that the matter has been resolved appropriately, then the student may express the concern verbally and in writing to the Dean of Students.
3. If the student does not believe the matter has been appropriately resolved, an appeal may be made in writing and verbally to the President, Mark Howell.

STUDENT DISCIPLINE

Discipline is an essential part of the development of Christian character. It serves to motivate self-control and determination, and it is also significant as a tool for shaping and molding us into the image of Christ.

Student discipline at Northeastern Baptist College is primarily preventive and serves first to encourage desirable choices, attitudes, and behaviors. Our disciplinary approach is redemptive in nature and ultimately seeks the restoration and reconciliation of students in violation of conduct standards. Punitive measures are secondary in purpose. Student discipline is therefore a derived practice embedded in the mission statement of the College as it seeks to “prepare” students for the high moral and spiritual character with *the Mind of a Scholar, the Heart of a Shepherd, and the Perseverance of a Soldier*. These qualities are required for those in ministry and assist in the maturation and long-term growth of an individual and serve to ensure a safe and healthy campus.

The community shares responsibility for disciplinary matters. In a very real sense, we are to be our “brother’s keeper.” People who are known to be involved in inappropriate behavior should first be approached, in a spirit of love and humility, by their peers and confronted and counseled concerning the offense (Matthew 18:15-17, James 5:20). Should such an approach prove unsatisfactory, then the matter must be brought before the proper College officials.

JUDICIAL PROCEDURES

INQUIRY

The Dean of Students is responsible for the supervision of student conduct and is charged with investigating, processing, and reviewing all alleged violations of College standards and complaints. The Student Development Committee (SDC) serves as the institutional assembly for student judicial matters. This committee will be chaired by the Dean of Students and will include the Director of Student Services, and the student’s Shepherd. The Dean of Students receives all referrals concerning matters that may become disciplinary cases. A confidential investigation is then conducted to determine if an offense has actually occurred. This preliminary inquiry may include interviews with all parties involved, both on and off campus.

The Dean of Students may elect to handle the case personally through an informal hearing or may, at his

discretion, refer the case to the Student Development Committee (SDC) for a formal hearing. A judicial hearing allows for the clarification of charges, evidence, witnesses and defense. A ruling is formed based on both the preliminary investigations and case evidence presented through the hearing. An official ruling may be postponed, following the hearing, if the case merits further investigation. All cases involving a potential disciplinary dismissal will be referred to the Committee. In both informal and formal hearings all students will be granted due process.

DUE PROCESS

Student rights extend to due process in all disciplinary matters. Students have the right to be properly notified of the suspected offense(s) being investigated and to be properly informed of all judicial proceedings. Students charged with an offense have the right to a fair hearing and to present witnesses and evidence in their defense.

Due process also dictates that all students found to be in violation of College standards will receive written notification of disciplinary sanctions and rulings. The exception to this process is the suspicion of sexual abuse, assault, or harassment. In that case the above Sexual Harassment, Abuse, and Assault Policy takes precedence.

APPEAL

Students have right of appeal to the President and his Cabinet.

Appeals must be submitted to the President’s Office within (10) days of notification from the Dean of Students concerning the original decision.

The President and his Cabinet will prayerfully consider the appeal, and give the student the opportunity to make a personal appeal in person and/or in writing. Within 10 days of receiving the appeal, a decision will be rendered by the President’s Cabinet. This decision is final.

RECORDS

The Student Services Office maintains all student conduct/deportment records. Such records are property of the college and not open to public access. Notices of disciplinary sanctions are copied and filed within students' academic records.

SANCTIONS

Conditions and terms of sanctions will be determined on a case-by-case basis. Some disciplinary conditions may include restitution, reconciliation, counseling, campus service, fines, withholding school records, and avoidance agreements.

Disciplinary sanctions are issued under the following guidelines:

- All sanctions issued will be in proportion to the nature and degree of the infraction.
- All sanctions issued will be administered impartially.
- All sanctions issued will be determined, decided, and administered in a spirit of Christian concern with compassion for the offender.
- All sanctions are redemptive toward the offender and designed to produce a positive campus environment.

All students on disciplinary status are held responsible to fulfill any financial obligations to the institution. Students who must withdraw from classes during the semester due to campus disciplinary actions are subject to standard school refund policies.

Conduct Warning

A Conduct Warning is a written notice given to the student, and filed in his or her academic record, specifying the unacceptable conduct and indicating consequences related to further misconduct. Failure to comply with conditions may incur further disciplinary action.

Disciplinary Probation

Disciplinary Probation is a specified time period during which the student's attitude and conduct will be evaluated. Special conditions will be established for successful completion of the probationary period. Formal notation of the probation is filed in the student's academic record. Students on probation may not hold any position of student leadership. In addition, students on probation may be prohibited from some College-sponsored co-curricular activities. Probation for more than two (2) semesters will normally be grounds for suspension from the College.

Disciplinary Suspension

Disciplinary Suspension is a specific time period during which the student is suspended from active enrollment and participation in the College and its co-curricular events. Formal notice of suspension is filed in the student's academic record. Specific conditions are placed on readmission. Consideration for readmission is based on successful completion of all suspension conditions and upon approval from the Dean of Students. Disciplinary suspension may be imposed during or at the end of a semester and readmission may involve a period of disciplinary probation.

Dismissal

Dismissal constitutes official termination of a student's relationship with NEBC. Readmission is normally not granted. Formal notice of dismissal is filed in the student's academic record.

ACADEMIC CALENDAR

2026-2027

FALL

AUGUST 2026

11 Professional Development
13-14 Student Assistant Training
18 New Student Move-in Day
18-21 New Student Orientation Week
22 Returning Students' Move-in Day
25 Fall Semester Begins
31 Last Day to Add a Class

SEPTEMBER 2026

7 Labor Day OFFICES CLOSED
14 Last Day to Drop a Class
28-29 Trustee Meetings

OCTOBER 2026

9 NEBC Preview Day
12 Columbus Day OFFICES CLOSED
12-16 Research Week NO CLASSES
14 Founder's Day NO CLASSES
27-30 Homecoming

NOVEMBER 2026

23-27 Thanksgiving Break NO CLASSES
26-27 Thanksgiving Holiday OFFICES CLOSED

DECEMBER 2026

11 Last Day of Class
15-18 Finals Week
19 Winter Recess begins
23-31 Christmas Holiday OFFICES CLOSED

SPRING

JANUARY 2027

4-8 J-Term
12 Professional Development
13-14 Student Leadership Move-in and Orientation
15 New Student Orientation
16 Returning students arrive for Spring Semester
18 Martin Luther King Jr. Day OFFICES CLOSED
19 Spring Semester Begins
25 Last Day to Add a Class

FEBRUARY 2027

8 Last Day to Drop a Class
15 President's Day OFFICES CLOSED
19 Deadline to apply for graduation

MARCH 2027

1-5 Research Week & Spring Lectures NO CLASSES
22-23 Trustee Meetings
26 Good Friday

APRIL 2027

5-9 Spring Break NO CLASSES
14 Student Government Elections & Public Forum
16 NEBC Preview Day
21-23 Senior Oral Exams

MAY 2027

6 National Day of Prayer
7 Last Day of Class
11-14 Finals Week
15 Commencement
17-21 Summer Term
21-22 Student Move-out Days
31 Memorial Day OFFICES CLOSED

JUNE 2025

9-13 Summer Term 2