

# Rules and Regulations (cont.)

## I. General Regulations

The college reserves the right to dismiss students who are unable, with or without reasonable accommodation, to perform the work that is expected of them or who pose a direct threat to the health and safety of self and other members of the college community.

No attempt has been made to list all the variations and interpretations of the college regulations. It is assumed that the accepted principles of social decency and common morality that belong to all good societies will be regarded as binding upon every student.

## II. Regulations and Procedures of Student Accounts

### A. Term Bills

The college requires term bill payment as follows each semester:

1. Charges must be paid in full no later than August 26 (first semester) and January 25 (second semester). Payments of this nature avoid the added cost of accrued interest (service charge).
2. Arrangements may be made to pay monthly installments by enrolling in a monthly payment plan, either directly with Oberlin College or through an external agency. Payments must be current. Information on the Oberlin College budget payment plan is available on the student accounts website.
3. No student may enroll who has not complied with 1. or 2. above.

Students who enroll for the first time at the beginning of second semester or who are returning from leave may, if desired, arrange a monthly payment plan by completing the Budget Payment Plan Contract that is available on the student accounts website.

### B. Interest Charges

An interest charge of 1 percent will be added to all student accounts with unpaid balances as of the 25th of each month. All payments and credits received by the 25th of each month reduce the term bill balance on which the interest charge is computed.

### C. Tuition Regulations

Below is an outline of tuition regulations that should help determine the applicability of additional tuition charges. Please note that failure to drop a course officially by the published deadline could result in extra tuition for a course not completed.

1. Tuition is based on the courses in which a student is officially registered, regardless of attendance.
2. The receipt of an "NP" or an "NE" grade, either through completing and failing a course or through

neglecting to drop officially a course not completed, does not cancel additional tuition charges for the course.

3. The choice to withdraw from a course does not cancel additional tuition charges for the course.
4. Students who are enrolled full time in the College of Arts and Sciences each semester of an academic year may take no more than a total of 16 hours per semester without additional tuition charges. Conservatory and double-degree students registered for more than 17 hours in either semester will be charged additional tuition. \$1,120 per hour is charged for each hour above the regular full-time rate.
5. Students on academic leaves, even though participating in approved programs such as GLCA, CIEE, or ACM, and in certain cases paying tuition to Oberlin, are not considered to be enrolled at Oberlin or on Oberlin programs.
6. In the College of Arts and Sciences, students who register for private music lessons in two private study areas will be charged extra tuition at the credit hour rate of \$1,780 if the areas are with the faculty in charge. All students on an Academic Leave of Absence (ALOA) are charged a \$2000 fee.
7. In the Conservatory of Music, students who register for private lessons in two principal private study areas will be charged extra tuition at the credit hour rate of \$1780 for any credits in excess of six principal private study credits.

### D. Tuition Refunds

All students who withdraw or go on a medical/personal leave of absence during a semester will be charged tuition, room, and board at the rate of 10 percent of the semester charge for each week, or fraction thereof, in residence. However, there will be no refunds after the ninth week of the semester. Activity fees are not refunded.

### E. Matriculation Deposit

An enrollment deposit of \$300 is required from all regular new undergraduate students to confirm matriculation for courses. The deposit will be refunded approximately 90 days after the last day of residency to graduating seniors and withdrawing students. Any charges, fees, or fines that have not been paid by the student at the time of withdrawal will be deducted from the deposit.

### F. Student Insurance

Oberlin College offers a Student Insurance Program for students who are uninsured or underinsured. All undergraduate students are automatically included in this plan and will have an annual charge included on the first semester term bill, unless the online waiver is completed or

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a signed waiver is returned to Student Accounts declining this coverage by the prescribed due date.

This plan provides protection against the expenses of sickness and accident, both at Oberlin and when away from campus, which may require urgent or emergency care treatment, hospital confinement, the services of a surgeon, specialty care, or extended treatment resulting from serious illness or injury. The annual charge for this coverage is \$871 for the year commencing August 1 through July 31.

If treatment is received somewhere other than the Student Health Services offices, the student must file a claim with the insurance company. Claim forms for the Oberlin College Student Insurance Program are available at Student Health Services and online at [www.AHPCare.com/oberlin](http://www.AHPCare.com/oberlin). The student is responsible for initiating all insurance claims forms for payment of bills.

For specific information regarding this plan as well as other student insurance related questions call x58180 from a campus phone, or (440) 775-8180 from an off-campus phone.

## G. Personal Property Loss/Reimbursement

### Responsibility for Personal Property

Oberlin College assumes no liability for theft, damage, or loss of money, valuables, or other personal effects of any student or guest caused by fire, water, steam, insufficient heat, power failure or surge, the elements, neglect, theft or the actions of a third party that occur in college housing or on college property.

Oberlin College does not endorse any individual insurance program. Students are encouraged to confirm that their property is covered by their family's homeowners' insurance or to carry personal property insurance with the protection they desire for student property. Not all homeowner's policies cover everything that students bring to school. Most companies will provide some coverage, but have limitations on certain property. Students should check with their insurance agency and request a written note on items such as electronics, jewelry, and musical instruments. Separate coverage may be recommended by your provider.

You may wish to consider CSI's Student Personal Property Protector Plus® program. CSI has created a property insurance plan especially for students living away from their parent's home, either on or off campus. Participation in this plan is optional. If you are interested in this coverage you can apply to CSI Insurance Company by going to their website at [www.collegestudentinsurance.com](http://www.collegestudentinsurance.com). If you have questions about the coverage, please call CSI Insurance Agency at 888-411-4911 or e-mail them at [info@csiprotection.com](mailto:info@csiprotection.com). Do NOT send your application to the college.

### Request for Loss/Reimbursement

If you have damage to your personal property that you feel was caused by Oberlin College negligence, you may

petition the Director of Residential Education, if the loss occurred in college housing, or the Director of Facilities Operations, if the loss occurred at any other location on campus, for consideration of reimbursement. Oberlin College has the discretion to determine whether to reimburse and whether to seek additional information before making a final determination. A final determination will consider any such additional information provided as well as any failure to provide such information.

Follow these steps:

1. You must first present your claim to your insurance provider within five business days of the loss to determine if there is coverage under the policy. If the insurance company accepts your claim in full, with no out of pocket expenses, Oberlin College will not offer reimbursement.

2. If no coverage exists and/or if there is a deductible you must complete the Request for Reimbursement Form. The following items must be attached to the Request for Reimbursement Form:

- A letter from your insurance company outlining the rejection and/or settlement of your claim with your deductible clearly identified.
- Copies of purchase receipts (please do not attach originals). If copies are not available, then you must provide documentation that describes the item with manufacturer name, model number, original cost estimate, date of purchase, current replacement cost, and place of original purchase.
- Digital pictures of your loss, if possible.

Failure to provide any or all of the items specified will be considered in the college's response to a request for reimbursement and may lead to denial of the request.

3. The Request for Reimbursement Form and associated documentation must be submitted to the Director of Residential Education, if the loss occurred in college housing, or the Director of Facility Operations, if the loss occurred in another location on campus, within five business days of a response from your insurance provider. Oberlin College will make the determination whether to reimburse and whether to seek additional information before making a final determination. A final determination will consider any such additional information provided as well as any failure to provide such information.

4. All requests for reimbursement will be reviewed to determine if Oberlin College will reimburse you for your loss. Please note that the *Student Regulations, Policies, and Procedures* state that Oberlin College is not responsible for your loss. Therefore, a decision may be made not to reimburse you. Depending on the extent of your loss, you can expect a response, in writing, within 30 days.

5. If your request is approved, reimbursement will be based upon the cost less a percent depreciation of the item in question using published depreciation guides. Depreciation will be based on the date of purchase as provided on

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the sales receipt. In addition, you will be required to sign a Release of All Claims form prior to receiving any reimbursement.

## III. Regulations and Procedures of the Conservatory of Music

**ANY VIOLATION OF CONSERVATORY FACILITIES RULES AND REGULATIONS MAY RESULT IN A FINE OF \$50 PER OCCURRENCE, BILLED TO THE STUDENT ACCOUNT. REPEAT OFFENSES WILL RESULT IN ADDITIONAL FINES, LOSS OF PRIVILEGES, AND/OR JUDICIAL PROCEEDINGS.**

### A. Use of Facilities

1. The facilities of the conservatory are for academic training and conservatory-related functions; use of the facilities for any other purpose requires the permission of the associate dean.
2. Students may enter locked buildings only when accompanied by a teacher or administrative officer. Teachers and administrative officers are not authorized under any circumstances to lend students their keys to rooms or buildings in the conservatory complex. The unauthorized possession of a key to a college building is forbidden.
3. Students are required to show their Oberlin College ID when asked to do so by an Oberlin College official.

### B. Robertson Practice Facilities

1. Most practice rooms are not assigned. When an unassigned room is unoccupied, any student may elect to use the room for practice.
2. A student may leave a practice room for a brief period, up to 10 minutes, without giving up the room.
3. Students must take their possessions with them when leaving a practice room or other room.
4. The lids of pianos in Robertson may not be raised while practicing. This is to control the sound level in the practice building.
5. Cutting of reeds is permitted only in Robertson reed workshops.
6. Certain practice rooms are assigned, as follows:
  - a. Conservatory students majoring in double bass, harp, or percussion instruments are assigned practice rooms at the discretion of the associate dean. Nonmajors will only be granted instrument storage on a space-available basis and must be registered for private study or actively involved in a conservatory ensemble. Nonmajor storage is generally not available for large instruments.
  - b. Students studying organ, harpsichord, or forte piano are assigned keys to the appropriate practice rooms;

- c. Students studying tuba will store their instruments in the assigned room in Robertson.

7. Practice rooms that have been assigned to an individual or a group may be used only for practicing and instrument storage. The room windows may not be covered. The room may not be loaned to another student. Use of practice rooms for summer storage of personal items is strictly prohibited.

8. Beverages and food are prohibited in practice rooms. Violators will be fined \$50 per occurrence, billed to their student account. Repeat offenders may lose their practice room privileges and face judicial proceedings.

### C. Room and Concert Hall Scheduling

1. Scheduling of classrooms, rehearsal rooms, and concert halls for periods of a semester or more, as well as advance scheduling for future uses of these rooms, is handled through the Concert Production Office, Bibbins 234. One-time or short-term scheduling of a room or concert hall may also be made in Bibbins 234.
2. Rooms may be reserved for short-term use as follows:
  - a. Faculty members may reserve classrooms, rehearsal rooms or concert halls for course-related use;
  - b. Student leaders of authorized chamber music ensembles may reserve a classroom for a rehearsal by their chamber music group or ensemble.

### D. Student Teaching

1. Students authorized to give private instruction under the Supervised Student Teaching Program or the Approved Student Teaching Program may give this instruction in the practice rooms of Robertson. They must charge the teaching rate set by the dean for such teaching and not more. This rate is published in the *Catalog* each year and the rate is quoted to persons who inquire about noncredit lessons.
2. Students not in the Supervised Student Teaching Program or the Approved Student Teaching Program who wish to give private instruction may do so at this or any other rate; they may not, however, use conservatory facilities for this instruction.

### E. Care of Instruments

1. Students are not permitted to take food, beverages, or other liquids out of the student lounge, or from outside the conservatory to areas other than the student lounge. Specifically, no food, beverages, or liquids, with two exceptions, are permitted in practice rooms, rehearsal rooms, classrooms, concert halls, or in conservatory rooms other than in the student lounge. The exceptions are:
  - a. Reed instrument players, who need a small cup of water for soaking reeds while practicing, may take water