



Resident Advisor Manual



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Letter from the Resident Director



Resident Advisors of SEU Carolina,

We are so excited about the upcoming academic year and we are grateful that you have decided to serve on the Res Life team.

Resident Advisors of SEU Carolina must be knowledgeable of all emergency procedures, be equipped to answer student questions concerning housing, and create a welcoming environment. RAs are responsible to ensure student safety, privacy, and security during their time in leadership. In this handbook is all the information for the success of Resident Advisors. The role of an RA is to help facilitate the academic, social, spiritual, and personal adjustment of Resident Life students to life at SEU Carolina. To achieve this goal, RAs are encouraged and expected to act as positive role models, embrace and engage SEU Carolina's mission and culture, and form genuine connections with students.

Thanks again for being willing to serve.

Go Fire!

Markee Sanders
Resident Director



Emergencies



Emergencies

Medical – Resident Advisors should be aware when students living in their residence are sick. For serious illness, contact the Resident Director. Remind students that it is their responsibility to inform their professors of their illness and absence. The RA is not responsible and does not have the authority to write letters or send emails for students missing classes. When students have a fever, they need to self-quarantine in housing and stay off campus. Encourage students to consult their doctor for medical care.

Tornado Watch - Tornado watches are issued well in advance of the actual severe weather threat by the Storm Prediction Center with local input from the National Weather Service.

RA Action item:

- 1) Make sure the weather service app is downloaded on your phone and that notifications are turned on.
- 2) When a watch is issued, make sure the students are notified that there is a tornado watch. And make sure students know where to go if the watch is elevated to a warning.

Tornado Warning - Tornado warnings are issued when a tornado has been reported or indicated by radar. Warnings indicate imminent danger to life and property.

RA Action item:

- 1) Notify students immediately
- 2) Make sure everyone including yourself is safely located in a room without any exterior walls or windows. Additional emergency procedures have been provided on the back of the front door of your house. FOLLOW THE EMERGENCY PROCEDURES ON THE BACK OF THE FRONT DOOR. REPORT TO THE INNERMOST ROOM OF THE HOUSE WITH NO WINDOWS.

Fire - In case of a fire, if it is at all possible, extinguish the fire using the fire extinguisher that has been provided. If extinguishing the fire is not an option or at all possible, then evacuate the premises and call 911!

RA Action item:

- 1) Once you have evacuated make sure you are at least 10 feet away from the fire. And make sure you are at your designated meeting location.

Designated meeting location in case of fire:

- 51 2nd St - Concord Academy Bus parking lot
- 113 1st NW - Concord Academy baseball field to the left of the house
- 30 liske Ave - Front Yard of home at a safe distance from the house
- 34 liske ave - Front Yard of home at a safe distance from the house

- 2) Perform a headcount to make sure everyone is accounted for

- 3) Call 911

- 4) Notify the resident director In the case of a kitchen fire please use extreme caution. For grease fires, do not use water to extinguish the fire. For grease fires, use flour or simply place the lid over the pot or pan that is on fire.

Missing Student - There are many avenues for RAs to maintain contact with students in order to ensure safety. If a resident student does not return to their residence they cannot be classified as missing until after a 24 hour period.

RA Action item:

- 1)Check with the people that the student frequently associates with
- 2)Check at the places where the student spends most of their time
- 3)Once a 24 hour period has transpired and the whereabouts of the student cannot be verified, the RA must contact the RD. At this time the resident director will notify the police and the academic director.



Standards for Students



Character

SEU Carolina is a private university committed to higher learning. That means our values are Christ-centered. Therefore, students who attend SEU Carolina are held to a higher standard when it comes to matters of day-to-day student life. As a student part of the Res Life community, we expect you to have Christ-centered character.

Be Christ-Centered: Live the “Jesus Way” – love God and others.

Be Collaborative: Ask Questions. Listen. Celebrate Others.

Be Open to Change: Change is constant and necessary to move forward.

Be a Performer: Do everything as if you are doing it for the Lord.

Be a Decision-Maker: It’s not hard to make decisions when you know what your values are.

Be Student Focused: Seize every opportunity to inspire, invest, and serve others.

Be Courageous: Nothing will ever be achieved if objections are not overcome.

Standards for Living

Below is a look at some of the standards that our students are required to measure up to on a weekly basis when on and off campus. Both the Res Life team and student are responsible in adhering to these standards. These standards are critical to the overall formation and development of the student. **Failure to comply shall be reported to the Resident Director immediately.**

Community Standards for Students

1. The use, possession, or distribution of all alcohol, tobacco, marijuana, illegal drugs, and other intoxicants is strictly prohibited on and off campus. This prohibition includes, but not is limited to: alcoholic beverages, powdered alcohol, or alcoholic beverage vaporizers; cigarettes, cigars, snuff, smokeless tobacco, chew, hemp, hookah, e-cigarettes, and/or vaporizers; narcotics, controlled substances, opioids, cocaine, stimulants, depressants, anabolic steroids, hallucinogens, psychedelics, designer or synthetic drugs, marijuana / cannabis, K2 and other synthetic cannabinoids, inhalants, bath salts, or products used in a similar manner; over-the-counter or prescription drugs used in an unintended or non-prescribed manner; and drug paraphernalia. Further, students are not permitted to provide alcohol to minors. Anyone aged 21 years or older supplying alcohol to those under the age of 21 years will be sanctioned more severely than for mere possession of alcohol.
2. Inappropriate sexual behavior is prohibited. This includes, but may not be limited to any conduct or activity deemed contrary to the SEU Human Sexuality Statement (available on the SEU website), as determined by the Office of Student Conduct.
3. Deliberate refusal to comply with clearly stated policies or directives issued by any University official, including Resident Directors, Resident Assistants, Student Leaders, and security personnel acting in the performance of his/her duties. This includes, but is not limited to, failure to evacuate a building during a fire alarm or refusal to present proper ID upon request.
4. Possession, distribution, propagation, storage, exposure, and/or viewing or forwarding of illicit, explicit, and/or inappropriate material regardless of intent, that includes, but is not limited to: obscene or distasteful material as determined by the values and principles of Southeastern University; sexually provocative, explicit or pornographic videos, movies, books, magazines, Internet or web cam use, Internet usage/sites, and social media forums and apps; inappropriate text messages, phone calls, emails, pictures, social media posts or messages, messaging apps, or other correspondence that is offensive, lewd, or distasteful in nature; or intentional exposure of body parts in any type of live or communicated fashion.
5. Aiding, abetting, or conspiring with another person to become involved in inappropriate behavior. Being present when another student violates University policy and behaving in such a way that constitutes permitting or condoning the violation.
6. Fighting, physical abuse, verbal abuse, threats, intimidation, harassment, coercion, pranks, and/or other conduct which threatens, endangers, harasses, disturbs, discomforts, or bully the health or safety of any person.

7. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty;
 - b. Furnishing false or inaccurate information or lying to any University official, faculty member, or office;
 - c. Forgery, alteration, misuse of any University document, record, or instrument of identification; or
 - d. Tampering with the election of any University-recognized student organization.

8. Unauthorized taking or keeping of items of University property, items rented, leased, or placed on the campus, property leased by the University, items belonging to students, faculty, staff, or guests of the University, using another student's ID number/card, or possession of suspected stolen property.

9. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation or admission into, affiliation with, or as a condition for continued membership in a group or organization.

10. Unauthorized possession, duplication, or use of keys to any university premises or unauthorized entry to or use of university premises; unauthorized or improper use of Fire Card.

11. Violation of federal, state, or local law.

12. Possession of firearms, explosives, tasers, expandable batons, other weapons, and dangerous chemicals are not permitted on University premises.

13. Participation in a campus demonstration which disrupts the normal operations of the University and infringes upon the rights of other members of the University community, or the breach of peace, aiding, abetting, or causing another person to breach the peace on University premises or at functions sponsored by or participated in by the University.

14. Conduct that is disorderly, lewd, or indecent as determined by the University in its sole discretion.

15. Use of coarse, profane, vulgar, or other inappropriate language that may be offensive to others.

16. Deliberate acts that are deemed unscriptural by the Assemblies of God fellowship and/or the administration of the University for disruptive and potentially destructive purposes are prohibited. This prohibition includes propagation of spiritually unhealthy and unsound practices, including, but not limited to:
 - a. Occult practices, witchcraft, anti-Christian practice, intended worship of a non-Christian deity, doctrinal practices/teachings, etc. that endanger the University community; or
 - b. Unsound doctrine and practices with the intent of deliberate contradiction of University-held beliefs for the purpose of disruption of the University community.

17. Any type of gambling activity on or off campus. Gambling is defined as any gaming activity that includes the wagering or exchanging of money or material wealth. Gambling on University premises, including online gambling, and at Southeastern Sponsored events is strictly prohibited.

18. Attending places of questionable amusement, including but not limited to bars, dance clubs or similar venues, casinos, adult entertainment clubs, and/or X-rated establishments. This includes patronizing or being present on or at premises or events constituting a "stand-alone bar," which is defined as devoted during any time of operation predominantly or totally to serving alcoholic beverages, intoxicating beverages, or intoxicating liquors, or any combination thereof, for consumption on the licensed premises and in which the serving of food, if any, is merely incidental to the consumption of any such beverage.

19. Improper entrance or exit of the University campus. This includes returning to the campus more than thirty minutes past curfew. Please see Curfew Policy for additional information.

20. Any activity that violates the policies stated in the Information Technology section of this Student Handbook.

21. Abuse of the disciplinary system, including but not limited to:

- a. Failure to obey the summons of a University official.
- b. Falsification, distortion, or misrepresentation of information before the Student Conduct Covenant Council or during a student conduct proceeding.
- c. Disruption or interference with the orderly conduct of a student conduct proceeding.
- d. Attempting to discourage an individual's proper participation in, or use of, the University's student conduct system
- e. Attempting to influence the impartiality of a member of a University adjudication body prior to and/or during the course of the proceeding.
- f. Harassment (verbal or physical) and/or intimidation of a member of a University adjudication body prior to, during, and/or after a proceeding.
- g. Failure to comply with the sanction(s) imposed by the Covenant Council or any other University official.
- h. Violating any Community Standard or other SEU rule, policy, or directive while already serving a disciplinary probation period.

22. Any conduct that is not in keeping with the values of the SEU community. It should be understood that any attempt to circumvent the principle of any University regulation without actually violating the letter of the rule is considered a violation.

23. Any violation of the opposite sex visitation policy.

24. Being out overnight with members of the opposite sex without prior approval from a Resident Director.

25. Any violation of Multiply Church Global policies, procedures, rules, or guidelines.

26. Any violation of the Housing Policies and Procedures.

27. Violation of any other policy contained within this Student Handbook, the Catalog, or other University policies, rules, or guidelines not specifically mentioned elsewhere in this list.



Sanctions



Sanctions

When students violate the community standards set by the University, it is the responsibility of the Resident Advisor to report those violations to the Resident Director. Disciplinary action will occur. Those actions will vary depending on the severity of the violation and the number of times the student has violated the community standards. Below is the list of sanctions that could occur for violations.

Sanctions for violations of the Community Standards will be based on the circumstances surrounding the violation. Sanctions can include, but are not limited to:

- A verbal or written warning
- Monetary fine
- Requirement to attend online training
- Requirement to attend mentoring sessions
- Creative sanctions
- Community service
- Apology letters
- Suspension from SEU
- Dismissal from SEU



Check In & Check Out



Check In & Check Out

Prior to Check In

- It is the responsibility for RA's to know the students assigned to them
- RA's are expected to interact with incoming students via google/zoom before move-in weekend to establish relationships and build community
- RA's are responsible for making sure that their assigned location is move in ready and properly prepared to receive guests. This includes but is not limited to:
 - Cleaning the house
 - Making sure the houses are supplied with proper supplies (Tissue, paper towels, hand soap...etc)
 - Submit all house maintenance to the RD
 - Make sure your house is staged and move in ready
 - The outside of the home also needs to be ready to receive guests. The exterior needs to be free from debris and weeds
- RA's need to make sure they have a housing check-in/check-out agreement form for each resident moving in. This form is located at the end of this document
- RA's need to make sure they have a key for each resident moving in
- RA's should know all student room assignments prior to move in day

Check-In

- RA's are responsible for greeting guests upon arrival
- Be prepared to give a tour student and parent has not previously taken one
- Students will receive a key upon Check-in. Misplaced keys will be replaced for a \$25.00 fee
- Upon check-in/check-out, the RA is responsible for completing the housing check-in/check-out agreement form with the student. This form is attached to this document.
- RAs are to submit all completed forms to the Residential Director after check-in
- RA is to acquire parent contact information at check-in times
- Every student needs to receive a student housing handbook at check-in
- Per housing guidelines these items are not permitted within a residence: CANDLES, SPACE HEATERS, and EXTENSION CORDS.

Check-Out

- Each student is responsible for scheduling a check-out time with their Resident Advisor
- During check-out, RAs should ensure that students have everything cleaned. This includes: emptying and defrosting the refrigerator; throwing out all food items; taking out the trash; packing and removing belongings from the room
- RA should make sure they have the same form that the student completed during check in. There is a section for check out on that form that you will complete for this process
- If any student is checking out and not returning the following semester, the RD needs to be notified. This will allow the RD time to request a release of the security deposit from the financing department.
- Make sure students remove all their personal belongings from the property. SEU Carolina reserves the right to dispose of any abandoned personal belongings.
- If there are any damages to University property that are attributed to a student, the student's security deposit will be used to repair the damage and will not be returned to the student. RAs are responsible to report these damages to the Resident Director
- Upon check-out, the student is to surrender their house key to the RA. RAs should turn in all keys to Resident Director.
- Students are not allowed to return after their move-out inspection has been completed

Parking

- Students are only allowed one car on the property and the vehicle must be legally registered
- Students' cars must be registered in the University database. Registration requires proof of automobile insurance, driver's license, and state vehicle registration.
- Each house has a designated parking area. Students and visitors are not permitted to park outside of the designated parking areas.
- Abandoned vehicles, vehicles without a license plate, or vehicles not owned and operated by residents in housing will be towed

Special Note for Summer Session RA's

- Summer RAs will have special responsibilities. This will include preparing student housing for incoming students for the fall semester. This may include work on property, furniture, or administrative tasks.
- One responsibility will include contacting students for the upcoming Fall semester to schedule their check-in times for move in weekend. This contact should be made a month before Welcome Week.
- If a student is unable to arrive during their check-in window, they should contact their Resident Advisor to reschedule as soon as possible
- Students are not permitted to move in at a time other than their scheduled time



Curfew



Curfew for Students

- Students under the age of 20 have a non-negotiable curfew of 1:00 am. There is no curfew for students over the age of 20.
- Regular curfew hours are in effect during holidays, summer school, and any other time students are on-campus
- All curfew extensions must receive prior approval from the appropriate Resident Director.
- If an emergency prevents a student from adhering to curfew, he/she should immediately call their Resident Assistant within one school day of the curfew violation.
- Violations of the curfew constitute violations of the Community Standards and are subject to appropriate disciplinary actions.
- Policy for students that break curfew include:
 - 1st- time verbal Warning
 - 2nd - meeting w/ Academic Director & \$25 fine,
 - 3rd - suspension/ dismissal(AT THE DISCRETION OF THE ACADEMIC DIRECTOR)



Visitation Guidelines



Visitation Guidelines

- Visitation hours for off-campus guests are between 4pm-9pm.
- Visitors must sign in to the house visitor log.
- Before visitors are allowed on site, all residents that will be effected by the visiting guest must approve the visitation
- No pets are allowed on property.
- No childcare or baby-sitting.

Opposite Sex Visitation

- UNDER NO CIRCUMSTANCES SHOULD THERE BE VISITATION OF THE OPPOSITE SEX INSIDE THE HOUSE.
- Crossing the threshold of the door constitutes a violation of this policy.
- Failure to comply is a violation of the Community Standards and will result in disciplinary actions.

Overnight Sign-out Procedure

- Residents who are planning to be out of the building overnight are required to fill out an electronic Overnight Sign-out Form provided by their Resident Director.
- Failure to do so will result in a Community Standard violation.
- Staying out overnight without approval from the Resident Director is a violation of the Community Standards and will incur appropriate disciplinary sanctions.



Courtesy Rules



Courtesy Rules

- As a courtesy to other residents, excessive noise throughout the day (i.e. loud talking, musical instruments, televisions, stereos, radios, etc.) is discouraged
- Courtesy hours are from 10:30 pm - 8:00 am. During these hours, noise levels in and around residence areas should be minimal.
- Courtesy hours are intended to reduce the noise level out of respect for all residents. Residents are expected to immediately comply as a courtesy to fellow community members.
- Showers are not to exceed 15 minutes in length.
- Any intentional/unintentional disturbances created by pranks and/or other behavior that impacts others are prohibited.



Housing & Family Meetings



Housing & Family Meetings

Two types of meetings will frequently occur on campus in Res Life. They include housing meetings and Family Meetings. Housing meetings are small groups within the greater collective of Res Life. These small groups are led by the Resident Advisor. Family Meetings are meetings that include everyone in Res Life. These meetings are led by the Resident Director.

- In the event you need to have an emergency meeting, there needs to be a week's notice for everyone.
- House meetings are periodically scheduled for students in respective residence areas. Attendance at these meetings is mandatory. Failure to attend these meetings may result in a fine. House meetings will always occur on the 2nd Sunday of the month at 6pm.
- These meetings are held in order to voice any concerns that students may have within their residence and any other ongoing issues that need to be addressed.
- If there is a matter that needs immediate attention, students are responsible for communicating with their RA. The RA may schedule a meeting if a situation arises that requires the immediate attention of the residents.
- If the RA feels a matter must be addressed, they are able to schedule a meeting.

Sample Meeting Agenda:

Meeting agenda: Prayer, icebreaker, housing, school announcements, celebrations (birthdays, gratitude, wins that have been achieved during the semester/wins hope to be achieved), Pain Points (struggles, questions), Solutions/suggestions (ways to solve the pain points as a house or any disagreements that may be active within the house.) end in prayer.



Devotions



Devotions

- One of the RA's responsibilities is to be a spiritual leader of their house.
- Devotions will occur once a week for at least 30 minutes to help maintain a Christ-like atmosphere in housing.
- Devotionals are mandatory, and will be held every Monday night at 6pm.
- Devotionals are not the platform to discuss housing issues (e.g. chores or other housing discrepancies).
- Need help coming up with a devotional?? Here's a good layout to follow when developing your own:

Scripture (Read Scripture)

Observation (Observe the scripture and find out exactly what the scripture is about)

Application (Discuss how you plan to apply the scripture to your life)

Prayer (Pray it out)



Housing Relocation



Housing Relocation

- Relocations are only permitted in cases of extenuating circumstances
- Relocation requests should be submitted in writing to the Resident Advisor. Relocations are permitted upon an approved request by the Resident Director.
- Relocation requests can ONLY be made at two designated periods within the academic year. During the fall and spring semester, this opportunity is the week after add/drop.
- Approved relocations are to take place within the following week of approval.



Chores & Expectations



Chores & Expectations

- House checks will be performed weekly to assess the cleanliness of each house.
- House checks will occur Fridays at 12:00pm. Re-checks performed Saturday at 12:00pm, if necessary.
- Resident Advisors will check rooms and ensure chores are completed daily. RAs should follow the standard set in the Housing Checklist.
- Chores will be distributed evenly among all students within a residence.
- All students are responsible for the orderliness of their individual space and belongings.
- Chores will be completed on a weekly basis.
- Cleaning expectations will be provided to each student at the beginning of the semester.
- Spot cleaning should be completed throughout the week as needed.
- Cleanliness of shared space is expected by the end of the night. No items should be left in the bathroom, living room, kitchen, or common area.
- Students who fail a house check will be provided 24 hours to clean before a house re-check is performed by a Resident Advisor. Upon failure of a re-check, students will receive a \$25.00 fine.
- If an appliance or anything in the house breaks or malfunctions, call and notify your Resident Advisor.
- The exterior of the home must be maintained. This includes...
 - Grill is clean
 - Gas valve for grill is turned off
 - Outdoor grill cover is on
 - Trash cans are in their designated areas and not left at the street
 - Yard is clear of debris
 - Patio chairs are in their designated areas



Communal Living & Workspace



Communal Living & Workspace

- Bedrooms: There will be an even distribution of space and storage among residents.
- Kitchen: The pantry, refrigerator, and freezer space will be divided evenly among everyone in the house
- NO CANDLES, NO SPACE HEATERS, NO EXTENSION CORDS.
- Furniture is not to be moved from its original space.
- Students are encouraged to personalize their living space.
- No pictures of profanity or obscene gestures.
- No nails or thumbtacks.
- We encourage the use of command strips to put up anything on walls (calendars, message boards, posters, pictures, etc...).



Resolving Conflict



Resolving Conflict

Our conflict resolution policy at SEU Carolina is built on Matthew 18:15-16, “If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every word may be confirmed by the evidence of two or three witnesses.”

Students get into conflicts within residences all the time. Once made aware, it’s the job of the RA to mediate and help resolve whatever the issue may be. More often than not, conflicts are an issue of miscommunication between students.

- At times, an RA may need to step in and mediate a conversation between all parties. Sometimes, an RA may need to speak with each party one on one.
- It is the job of the RA to help both parties come to a resolution, and encourage them to solve their problems using discernment.
- Try your best to help both parties come to a common ground, if necessary, call the RD.
- Here is a helpful outline to navigate a conflict:
 - Student 1 confronts Student 2 about conflict
 - Student 2 has the opportunity to confess to the RA, if not, student 1 will then contact the RA.
 - RA should notify Student 1 that they’re aware of the situation,
 - RA reports the incident to the RD
 - RD meets with Student 2 and RA
 - If the situation is not resolved, then Student 2 must meet with Academic Director for further disciplinary actions

Health

- Body
- Mind
- Spirit

Health & Wellness



Health & Wellness

- SEU Carolina is committed to supporting the physical, spiritual, and psychological health of its students.
- If there is ever an instance where a student finds that they or a peer are struggling mentally or physically (including suicidal thoughts, anxiety, harming oneself, harming other students, or planning to), immediately contact the Resident Director, regardless of the time of day, and he or she will direct the student to the appropriate resources.

Drug & Alcohol Prevention

SEU Carolina is committed to maintaining a Christ-centered and student-focused learning community that is free from alcohol, tobacco, and illegal drugs. By the University's Community Covenant, as outlined in the Student Handbook, as well as the Community Standards, the possession, use, distribution, or manufacture of alcohol, tobacco, marijuana, illegal drugs, and other intoxicants by students is prohibited both on and off-campus. The University also prohibits abuse, misuse, and distribution of legal prescription medications. The University's position on alcohol, tobacco, and drugs complies with the Drug-Free Schools and Communities Act Amendments of 1989.



Room Searches



Room Searches

SEU Carolina reserves the right to access, enter, and/or search students' on-campus Resident facility room or SEU Carolina owned housing, whether the student is absent or present, for the following reasons:

To conduct inspections, take inventory, perform custodial service, and ensure the protection of the University Property (Weekly Room Checks).

To ensure compliance with University policies and to ensure the welfare and safety of individuals on campus, which may include occasional bed checks.

If the University (including the RA) is under the suspicion that the student is or has been under the influence or has drugs/alcohol and weapons on the property.

- Searches will be conducted by the RA & the RD. Unless there is an immediate issue involving the safety and well-being of the community.
- The student, at the discretion of SEU Carolina, is allowed to be present during the search or inspection, but the students' presence is not required as a condition for conducting the search or inspection.

PRIVACY POLICY

No matter how strong your record of activities and achievements and your grades, no how well-prepared your Policy Proposal may be, together they are not sufficient to get you invited to an interview. Through your responses to items you must convince the that you are a potential deserving of an interview. A compelling personal statement will enable you to stand out in a field with other high-achieving persons. It will help you overcome any gaps or inadequacies in your record. It can predispose the interview panel to want to give you a rather than to merely hear your case and then decide.

1) These contractual terms and conditions exclusively form the basic for the legal relationships between us and the retailer. Retailers (here in after referred to as Traders) are those contracting parties who sell products acquired from us to end customers and occasionally to other traders, irrespective of the distribution channel. These are specifically Traders with stationary shop premises or online trading, construction workers such as electrical engineers, architects and planners. The contractual and delivery terms and conditions do not apply to product sales to wholesalers, we conclude individual framework agreements for this purpose.

2) Our contractual and delivery terms and conditions apply to all product sales and other services.

3) Contradictory, deviating or supplemental general terms and conditions of the Trader shall not become part of the contract, even if we are aware of them, unless their application is explicitly consented to in written form. Our sales and delivery terms and conditions shall also apply where we perform the delivery to the Trader without reservation in awareness of Trader's conditions contradicting or deviating from our contractual and delivery terms and conditions.

4) With the first order after receipt of these contractual terms and conditions and each additional order, the Trader acknowledges these conditions as binding provisions of the business relationship with us and waives the provision and application of own preformulated contractual terms and conditions.

5) These contractual and delivery terms and conditions are exclusively valid for purchase contracts with entrepreneurs in accordance with as well as public-law legal entities and special public-law funds.

Agreements that are concluded between us and the Trader for the purpose of executing this contract are laid down in writing.

a) The law of the Federal Republic applies; the application of the UN Sales Convention is excluded.

b) If the Trader is an entrepreneur, public-law legal entity or a special public-law fund, the exclusive legal jurisdiction for all disputes arising from this contract is our registered office. The same applies if the Trader has no general legal jurisdiction in or its place of residence or usual abode at the time of claim being filed are not known.

c) Unless specified otherwise in the order confirmation, our registered office is the place of performance.

d) If a clause of these contractual and delivery terms and conditions should be or become void or invalid, the remaining conditions shall remain unaffected. The void or invalid clause shall be replaced by a legally valid provision that is as close as possible in commercial terms.

Other liability

1) We, our lawful representatives and/or lawful agents shall only be liable for compensation for damages in the case of premeditation or gross negligence.

2) The liability limitation in accordance with 1) shall not apply to the breach of significant contractual duties (duties which must be properly fulfilled in order to make proper implementation of the contract possible, the breach of which jeopardises the achievement of the contractual purpose and compliance with which the Trader can usually rely on); however, in this case, our liability is limited to the foreseeable, typical contractual loss at the time of conclusion of the contract.

3) The liability limitation in accordance with 1) shall not apply to claims for compensation for damages on the grounds of injury to life, limb or health. Furthermore, the liability limitation from 1) shall not apply to claims for compensation for damages due to a breach of a guarantee or warranty.

4) Claims for damages by the Trader due to a defect shall expire, insofar as it involves warranty claims, within one year after delivery of the goods; insofar as it involves claims under the law of torts, within one year from occurrence of the damage and awareness of the identity of the perpetrator. This shall not apply if we can be accused of fraud.

These contractual terms and conditions exclusively form the basic for the legal relationships between us and the retailer. Retailers (here in after referred to as Traders) are those contracting parties who sell products acquired from us to end customers and occasionally to other traders, irrespective of the distribution channel. These are specifically Traders with stationary shop premises or online trading, construction workers such as electrical engineers, architects and planners. The contractual and delivery terms and conditions do not apply to product sales to wholesalers, we conclude individual framework agreements for this purpose.

Signature

Signature

Student Privacy & Title IX



Student Privacy & Title IX

Southeastern University standards apply to all students enrolled, whether they are on campus or off campus. As students of the university, it is important that any matters related to students be kept confidential. Students of the university have a right to privacy and we expect their privacy and confidentiality to be honored and respected.

TITLE IX

Southeastern has a responsibility to respond quickly and effectively to address sexual misconduct and any other conduct that is motivated by sex or gender that creates a hostile environment for Southeastern students. Southeastern is committed to prevention of all forms of sexual misconduct as well as the protection and rehabilitation of victims of such acts. Gender-based misconduct includes but is not limited to the following:

- Sexual Harassment
- Sexual Assault
- Dating Violence
- Domestic Violence
- Stalking
- Any misconduct where someone is targeted because of sex or gender

What Is Title IX?

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination on the basis of sex of students and employees of educational institutions that receive federal financial assistance. Title IX reads as the following: “No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance...” Title IX of the Education Amendments of 1972 and its implementing regulation at 34 C.F.R. Part 106 (Title IX) For more information, please see SEU’s official gender-based misconduct policy.

Duty to Report

All faculty and staff play a crucial role in helping create a campus culture at SEU where gender-based violence of any kind is not tolerated. As a campus community, we are committed to education, training and services that encourage healthy, safe and respectful relationships. At SEU, we desire to go beyond compliance with federal laws concerning gender-based violence, and we aspire to provide a survivor-friendly environment.

As part of this commitment, all faculty and staff who become aware of incidences of sexual harassment, sexual assault, dating violence, domestic violence, or stalking are required to notify the university.

Faculty and staff are responsible for informing students of their duty to notify the university.

To view the Faculty & Staff Mandatory Reporter Policy, visit seucarolina.org/title-ix

What Is Covered?

This policy applies to all members of the SEU community. The SEU community includes current undergraduate and graduate students, staff and faculty, administration and any third parties interacting with students, staff, faculty or administration of SEU. The policy covers members of the SEU community regardless of age, race or gender.

This policy covers all activities that occur on SEU's campus or at its facilities and regional campuses or extension sites, as well as activities off campus where members of the SEU community are involved. It covers all relationships, including but not limited to student with student, student with staff and faculty, student with administration, student with third parties, staff and faculty with staff and faculty, staff and faculty with administration, staff and faculty with third parties, administration with administration and administration with third parties. It covers all SEU-related programs and events, both on and off campus, including international programs.

For more information, please see SEU's official gender-based misconduct policy.

Options for Reporting

- Title IX Coordinator
- Title IX Deputy Coordinator
- Faculty or staff member
- Online reporting form at seucarolina.org/title-ix