



Kingdom Domain College

Student Handbook 2020-2021

Flame of Fire Ministry
Sacramento, California

TABLE OF CONTENTS

I. INTRODUCTION	4
II. VISION AND VALUES	4
A. Flame of Fire Ministry's Mission is Revival	4
B. The Qualities of Sons and Daughters	4
C. Core Values	5
III. PHILOSOPHY OF STUDENT GROWTH	6
A. A Culture of Love	6
B. Empowering Versus a Controlling Culture	6
C. Ownership	6
D. Accountability	7
E. Risk	7
F. Honor	7
G. Confrontation	7
H. Supernatural Power	7
I. Royalty	7
J. Honesty	7
K. Mind of Christ	8
IV. SPIRITUAL LIFE	8
A. Personal Devotional Life	8
B. KDC Spiritual Life	8
C. Church Spiritual Life	9
V. ACADEMIC LIFE	10
A. Certification	10
B. Class Attendance	10
C. Classroom Protocol	11
D. Coursework and Grading	12
E. Graduation Requirements	13
F. Course Evaluation	14
VI. STUDENT LIFE	14
A. Weekly Schedule	14
B. Attendance Requirements	15
C. Mentor Program	15
D. Office Protocol	15
E. Vehicles & Parking	15
F. Transportation	15
G. Employment	15
H. Lost & Found	16
VII. PERSONAL LIFE	16
A. Speech and Behavior	16
B. Personal Purity	16
C. Music & Media	17
D. Illegal & Mind-Altering Substances	17

E. Gambling & Clubs	17
F. Dress Code & Personal Appearance	17
G. Men & Women Relationships	18
H. Dating & Romantic Relationships	18
I. Sexual Immorality	18
J. Respect for Authority	19
K. Disciplinary Action	19
VIII. FINANCIAL POLICIES	20
Tuition Payments	20
Housing	22
Financial Delinquency	22
Discounts	22
Financial Question	22
Financial Agreement	23
IX. STUDENT HOUSING POLICIES	24
Residency Check-In & Check-Out Procedures	24
Resident Life Policies	24
Individual Room Guidelines	25
Prohibited Items	28
Emergencies	28
X. STUDENT HOUSING AGREEMENT	29
XI. KUCHER PROPERTY RENTALS	31
XII. STUDENT HOUSING AGREEMENT ACCEPTANCE	36
XIII. HANDBOOK AGREEMENT	37

Contact Information

KINGDOM DOMAIN COLLEGE

9719 Lincoln Village Dr. #501 Sacramento, CA 95827
 (916) 472-0847
 kdc@ffministry.com

FLAME OF FIRE MINISTRY

9719 Lincoln Village Dr. #601 Sacramento, CA 95827
 (916) 472-0847
 info@ffministry.com

Notice of Nondiscriminatory Policy Kingdom Domain College (“KDC”) admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. KDC does not discriminate on the basis of race, color, national or ethnic origin, or any other basis prohibited by federal and state law, in administration of its admission policies, financial aid programs, educational policies, and other school-administered programs.

I. INTRODUCTION

Welcome to Kingdom Domain College and Flame of Fire Ministry! We count it a privilege that you would spend this season with us as you prepare for the future. We believe that God has led you here as part of His divine will for you. He has a purpose for your life that is worth preparing for and we trust that this is the time and place to do so. Our desire for you is that you will discover and fulfill everything He has in mind as you grow in your relationship with Him.

This handbook is intended to help you get the most out of your experience here. Although not exhaustive, it addresses some of the most common questions and issues you will face. It will help you understand and take full advantage of the processes designed to assist you to become all God wants you to be during this season of your life. It includes our expectations of you as a student so that you can be clear about important parameters during your time here. It also includes faculty-approved policies designed to foster learning both in and out of the classroom.

Please review this handbook carefully as you are responsible for knowing all the information in it.

These policies and guidelines are in effect throughout the entirety of the school year, including Thanksgiving break, winter break, Easter break, any other breaks, and the summer months for those who plan to continue their education for a second year of KDC.

II. VISION AND VALUES

Flame of Fire Ministry's Mission is Revival: The personal, regional, and global expansion of God's kingdom through His manifest presence.

KDC's mission is to EQUIP and DEPLOY Sons and Daughters who passionately pursue worldwide transformation in their God-given spheres of influence.

Revivalist: (n) A believer who is focused and passionate, willing to pay any price to live in purity and power because they are loved by God and love Him whose manifest presence transforms lives and culture.

The Qualities of Sons and Daughters:

1. A believer who is focused and passionate
2. Willing to pay any price to live in purity and power
3. Loves and carries the presence of God because of their intimacy with (and identity in) the Father, Son, and Holy Spirit

4. Is disciplined and is discipling others
5. Leads with a king's heart and a servant's hand
6. Knows, lives and purposes to grow in the Truth
7. Has deep faith, therefore signs and wonders follow them
8. Loves the lost and Christ's bride, His overcoming Church
9. Having experienced grace - their character is marked by calling, holiness, wholeness, and excellence
10. Ministers and lives in friendship, rightly related to authority and community

Core Values:

1. **We are the Church**; therefore, we are relentless in the pursuit of His presence and power, both inside and outside the church walls.
2. **Jesus Christ is perfect theology**. We are disciples of Jesus, so what He said is the standard. We stand on Him as our foundation.
3. We see problems as **opportunities** to see how big our God is.
4. **Prayer and worship times** (both private and corporate) are foundational to our calling as individuals and as a church.
5. **Training people** for ministry, for life skills, and for leadership is central to our fulfilling of the great commission.
6. The first step of spiritual warfare is taking **every thought captive** to the obedience of Christ. Warfare is not beating up the devil; Jesus already did that. Therefore, we proactively capture thoughts that do not glisten with faith, hope and love.
7. Personal hope (the confident and optimistic expectation of seeing God's goodness) is to be a major pursuit of our lives. We believe there is **hope** for every person and every situation we encounter.
8. The power of life and earth is in the **words that we speak** over ourselves, others, and every aspect of our lives.
9. We **motivate people** through vision, a revelation of God, and the power of God; rather than by guilt, law or condemnation.
10. **Honor brings life**; therefore, we cultivate high levels of respect in all relationships and speak with respect, even if we are in disagreement.
11. The **testimony** of Jesus is the spirit of prophecy; therefore, we place a high value on declaring the great things God has done.
12. **Generosity and gratefulness** are two gateways for us to experience the promises of God in our lives and in our church.
13. We pursue relationships with **spiritual fathers and mothers** and desire them to speak into our lives.
14. We create a culture where **failure is a learning experience**, not an identity, as we seek to walk in higher levels in Christ.
15. We are called to be a blessing for our community and support other **ministries and their leaders**.
16. We believe that those we are ministering to want to serve God and that they will rise to **our belief** in them.

17. Healthy ministry to the church and world must result from a greater emphasis on being healthy in our immediate **family relationships** (especially our marriages).
18. **Integrity**, being an example of Christian living, and having a good reputation are foundational for effective ministry and leadership.
19. God has delegated His **authority** to us to enforce Christ's victory over demons, sickness and lack. Therefore, like Jesus and the apostles, we speak to the mountains, to situations, and to sickness and disease.
20. All that we do must have a "1 Corinthians 13 **Love**" as its foundation, or else it is worthless.
21. **Servanthood** is essential to greatness in God's kingdom. Therefore, we strive to cultivate and demonstrate a true servant's heart in the church and in the world.
22. Because God's kingdom is proactive, we don't wait for things to happen, but we **seek out opportunities for light to shine in darkness**; being empowered by God's love, sensitivity, and wisdom.

III. PHILOSOPHY OF STUDENT GROWTH

A Culture of Love

- We will always aspire to love you and deal with you out of love.
- Jesus said "love your neighbor as you love yourself". It is very important for you to love yourself, receive God's love and receive love from others.
- We expect you to keep love at the center of all that you are and all that you do.

Empowering Versus a Controlling Culture

- We have a very empowering culture, we work hard not to have a controlling culture.
- That means we will work hard to call out the destiny in you and empower you to reach your full potential.
- An empowering culture has honor and respect as its core value.
- A controlling culture means you are motivated externally by the fear of others.
- A controlling culture has fear and punishment as its core value.

Ownership

- You will never reach your full potential until you take responsibility for your own personal greatness.
- As long as you preform so that you "don't get in trouble", you haven't taken responsibility for your own life.
- We will never work harder to solve your problems that you do.
- We will solve problems with you, but not for you.

Accountability

- We expect you to give an account for your life to your leaders whenever you are.
- Learn to trust others.

Risk

- Faith is spelled R-I-S-K.
- If you want to grow, you must take a risk.
- If you don't fail once in a while, you are not taking enough risks (obviously we are not talking of moral or character failures).
- When you are asked to take a risk by the leadership, we strongly prefer you don't decline.

Honor

- Life flows from honor.
- You access additional grace when you honor a gift in others.
- Always deal with God, your leaders and each other with honor and respect.
- Don't choose your behavior out of fear that you will be punished. Do the right things because you don't want to disappoint God, your leaders, and yourself.

Confrontation

- We have a confrontational culture. If you do something that we think needs to be adjusted, we will talk to you about it.
- If any leader in our environment does something that you think needs adjusted, you are invited to go to them privately and talk to them. Don't tale to others about an issue until you have first talked to the person that offended you. If this does not go well, you may then request to speak to them with their supervisor.

Supernatural Power

- You are in a culture that expects the supernatural to happen often.
- You will find yourself in situations where a miracle hasn't happened. These are the times to press in and pray.
- You will be expected to walk in the supernatural power of God. Get used to it!

Royalty

- You are royalty, children of the King.
- You are not paupers. Learn to think and live out of your new identity.

Honesty

- We expect you to be honest, no matter what it costs you.
- Trust is built on honesty and integrity.
- Telling half-truths, cheating, or lying destroys trust.

- Trust is the foundation of all good relationships.

Mind of Christ

- As a Christian, you have the mind of Christ.
- We want to teach you HOW to think, more than WHAT to think.
- Therefore, you have permission to use your mind while you are here.

IV. SPIRITUAL LIFE

Recognizing spiritual growth to be the most important key to life success, Kingdom Domain College places a strong emphasis on this area. We seek to provide an atmosphere conducive to spiritual development. The most important area students can grow during their time here is their personal relationship with Jesus Christ. All students are continually encouraged in their own walk with God and much of the program is aimed at equipping a student's spiritual development.

A. Personal Devotional Life

The foundation for all spiritual experience is one's own personal relationship with God. Students are encouraged to develop a daily, meaningful and uniquely personal devotional life. The dynamic, spiritual atmosphere of Kingdom Domain College can make it easy to become dependent on the corporate gatherings of the church and overall program. Students are strongly encouraged to utilize these corporate times to motivate their own private devotional times rather than replace them. Our desire is that students will move forward from this season with a significantly more intimate relationship with God. Though there is no formal system of accountability for this area, faculty and staff are available to students as spiritual coaches to assist them in this pursuit.

B. KDC Spiritual Life

Equally as important as an individual walk with God is a person's ability to function as a team member in unity with other believers in the Body of Christ. Kingdom Domain College provides a variety of organized opportunities to foster spiritual growth:

1. Chapel: Students attend KDC chapels and Flame of Fire Ministry prayer times as scheduled.

2. Tracks: Successful completion of tracks credits is a graduation requirement. The practicum programs are based on the following beliefs:

- a. All Christians should serve others.
- b. God's primary instrument in the world is the local church.
- c. Students often learn best by doing.

- d. Practical application is an essential part of academic education.
- e. Ministry skills are best developed in a purposeful context that includes supervision, mentoring and evaluation.

3. Mission Trips: One of the vital parts of your training as a KDC student will come through participation in one of our mission trips. These trips vary in location and duration each year. There are both national and international opportunities provided as the Lord directs. We offer at least one international trip (price not covered in tuition) depending on circumstances in the world. New international trip locations are added regularly.

All international destinations require a passport for the purpose of travel. All students must apply for or have already obtained and possess proof of a valid passport before finalizing enrollment in KDC.

4. Conferences & Events: Along with orientation week, the retreat and graduation week activities, participation in any scheduled KDC conferences or events is required.

5. Outreach Events: Students will participate in scheduled outreach and ministry trips, including partnering with established ministries (ex. Act of Love) throughout the year. Please refer to the student calendar for all scheduled events.

C. Church Spiritual Life

Being a faithfully active participant in a local church is a baseline of the Christian life. Part of our overall vision includes *“training leaders in the church, by the church, and for the church.”* We believe that a critical part of student development comes through personal involvement in church life.

All students are required to participate in weekly scheduled church events as follows:

1. Sunday Services: Students are required to attend one weekend service and serve in one weekend service in any of the following areas of ministry. Students will be assigned an area, and will be consistently serving in that area for a period up to 3 months.

- Kingdom Kids (Nursery, and FFM Kids)
- Service Production (Media)
- Guest Experience (Hosts, Greeters, & Parking)
- Set Up / Tear down Team

Students are responsible to communicate with the various volunteer coordinators to be put on a regular schedule rotation. An accountability report must be submitted each week indicating which service was attended and in which ministry

you served.

2. **FFM Youth:** We highly encourage students to attend Youth & Young Adult gathering as scheduled.
3. **Friday Prayers:** We highly encourage students to attend Friday prayer - which is a regular corporate church prayer service.
4. **Conferences & Events:** Attend & serve in all Flame of Fire conferences & events as scheduled.
5. **City Services:** Attend & serve in all Flame of Fire monthly city services which take place the first 3 days of every month.

Attendance must be submitted on a regular basis. Each department head (or designee) is responsible for checking in student volunteers. Students will be responsible for their check in/check out. Students may be excused from the required services on the same basis as class excuses are given and must turn in an absence request for approval.

These requirements are NOT intended merely to be an obligatory acknowledgment that we are a Christian institution, but are sincerely meant to enhance each student's spiritual growth.

V. ACADEMIC LIFE

A. Certification

Students who successfully complete classes will receive a certificate of completion from Flame of Fire Ministry. Currently, the certificate of completion does not count towards transferable credits to other educational institutions.

KDC students will be automatically registered at the start of each trimester for the following trimester, throughout the entire school calendar year.

B. Class Attendance

We believe that regular class attendance is essential to your education. The faculty has adopted the following attendance policies:

1. Students are expected to attend all classes.
2. Unexcused absences will adversely affect student enrollment status:
 - a. A student is allowed to have 3 unexcused class absences before warranting an arranged discussion with administration. After 5 unexcused absences, suspension is probable. After 10 unexcused absences, expulsion will be applicable.

- b. If a student is absent from class(es) due to a financial suspension, class days missed will be considered unexcused absences.
- c. If a student is suspended from class for any other reason, including academic or behavioral suspension, class days missed will be considered unexcused absences.

3. There is **no tardy policy** in place. Being late constitutes an absence. Leaving early also constitutes an absence.

4. Students may not leave chapel, class, or tracks before it is dismissed without prior permission from the instructor and/or KDC staff.

5. If a student needs to be excused from chapel, class, or tracks, they must submit an “*Absence Request Form*” via email the day prior to the absence or if same day, by 8am. Requests that are not submitted as required will be considered unexcused.

6. Excused absences include: serious illness (up to 1 week of classes), a family wedding, a critical illness/death in the immediate family, jury duty, approved conferences or ministry trips, or approved doctor’s appointments.

7. Unexcused absences include: Traveling (vacation including to/from airport), outside employment, general doctor/dental appointments, and counseling appointments. These should be arranged during the students’ own time and not during class periods.

8. Students are responsible for class content when absent, whether excused or not.

C. Classroom Protocol

The following protocol for our classrooms is designed simply to increase attention and learning:

1. Please be on time and ready to learn by the beginning of the scheduled class period.
2. You may bring water with a secured lid to class but **DO NOT BRING FOOD OR OTHER BEVERAGES** of any kind into any classroom. Food may be consumed during break **OUTSIDE** of the classroom, but do not bring food inside the classroom at any time.
3. You may use your laptop computer or tablet, but please do not use it for any non- class related reason—including texting, calling, social media, games, internet browsing, and entertainment.
4. Please keep your cell phone silenced during all classes and do not use it for any non-class related reason—including texting, calling, social media, games, internet browsing, and entertainment.
5. Appropriate interaction can increase learning in the classroom. However, irrelevant

visiting with each other decreases learning. Please stay focused on the topic being discussed and don't carry on side conversations during class except during designated times of discussion as facilitated by your instructor.

6. Please do not work on or submit assignments or study for exams unless directed to do so by the instructor during any class period.

7. Please do not leave the classroom during the class period unless it is a biological emergency. Do not leave class early without prior permission of the instructor.

8. While it may be appropriate to study for an exam as a group, making and distributing copies of an exam review takes away the value of the review process.

9. Study notes should not be taken into an examination. All electronic devices are to be turned off during an exam.

D. Coursework and Grading

Please note that each student will need a computer/laptop or access to one in order to utilize the student portal as well as complete all of the required coursework.

1. Academic Honesty

Academic dishonesty is a serious matter as it violates the student's commitment to real learning and destroys academic trust. The following actions are construed as academic dishonesty:

Plagiarism is using the intellectual property of others without proper citation, giving the impression that it is the student's own work. Note that any time you download text from the Internet or any electronic document you risk committing plagiarism. The following guidelines are given to help you avoid the possibility of plagiarism:

- Do not simply cut and paste portions of downloaded text into your paper; summarize or paraphrase this material first (although either way requires citation). Submission of a paper that is primarily a compilation of the works of others is plagiarism.
- Making minor changes in wording does not make the work your own. No written assignment should quote another source without appropriately documenting that source. If you do record the exact words of your source, enclose them in quotation marks.
- Always cite both the text that is quoted verbatim, as well as the thoughts and ideas of others that you paraphrase.
- Whether your information is from e-mails, online discussion groups, lists, or websites - give proper credit by providing appropriate documentation.
- Submission of the same, or essentially the same, work in more than one course without prior consent of the instructors involved.
- Submission of work completed earlier as new work or submission of work as your own which has been significantly edited by another person.

- Allowing another student to use your work for his/her assignment or helping another student in any way to be dishonest.
- Giving or receiving unauthorized test information prior to the exam or using unauthorized sources for answer during an exam.

The consequences for academic dishonesty may range from a **failing grade for the assignment or exam, or a loss of course credit, to dismissal from Kingdom Domain College**. If an instructor becomes aware of possible academic dishonesty, they should consult with the Director to consider appropriate action.

2. Late Assignment Policy

Just as the instructor's obligation to you is to provide a quality learning experience and timely feedback on all assignments, your obligation is to submit all assignments in the format required and by the date due specified.

The faculty has adopted the following late work policies:

- Late work will be accepted up to 3 days past due date. After that date, late work will no longer be accepted.
- Late work will **NOT** be accepted or graded in the last 2 weeks of any trimester. Any late work not submitted before 2 weeks prior to the end of any trimester, will automatically receive a 0% grade.
- Late work will be graded after all other on-time work has been graded.
- Students are responsible to communicate directly to their instructors regarding any absences or conflicts that may affect assignment due dates. All assignments should be submitted by the due date unless specific arrangements are made in advance with the course instructor.

3. Grading

Each instructor and/or the KDC staff is responsible to explain the effect coursework has on the student's final grade. The instructor and/or the KDC staff is responsible for evaluating the quality of work and assigning grades.

4. Grade Disputes

If a student believes that a grade for an assignment or course was inappropriate, they are directed by the handbook to discuss the matter with the Instructor or their Core Group leader. If a student believes the grade is inappropriate due to issues unrelated to the quality of the work, they may appeal in writing in a timely manner to the Director. The Director may make the final decision or refer it to the KDC Board of Directors. In which case, the Board's decision is final.

E. Graduation Requirements

A Certificate of Completion will be awarded to students who successfully complete the course set before them in the following areas:

1. **Attendance:** You must receive a passing grade in attendance, which includes KDC chapels, house dinners and home groups (Tuesdays & Thursdays),

Sunday Discipleship, & Power Evangelism.

2. **Tracks:** You must receive a passing grade in the Tracks or Ministry Apprenticeship, based on promptness, attendance, performance of tasks, attitude, and leadership initiative.
3. **Finances:** All student financial obligations (including tuition, rent, and any other fees) must be paid in full in order to graduate.

F. Course Evaluations

Students are asked to complete Evaluations for guest speakers, teachers, core leaders, mentors, house environment during the last 2 weeks of each trimester. Evaluations will be kept in confidence, and will be done anonymously.

VI. STUDENT LIFE

A. Weekly Schedule

SUNDAY SERVICES (*evenings – rolling schedule for serving*)

Sacramento, CA

5:00pm: Pre-Service meeting

6:00 - 9:00pm: Discipleship

CLASS SCHEDULE

Monday – DAY OFF

Tuesday - Friday

8:00am - 9:00am: Breakfast

9:00am - 10:30am: Chapel

10:30am - 12:00pm: Teaching Block #1

12:00pm - 1:30pm: LUNCH

1:30pm - 3:00pm: Teaching Block #2

Tuesday Evening

7pm - 9pm: Core Home Group

Thursday Evening

7pm - 9pm: Family Dinner

Saturday Morning/Afternoon

Power Evangelism – Time TBD

B. Attendance Requirements

Students are expected to be on time to all required KDC and Flame of Fire events. Attendance will be taken at all scheduled events (chapels, classes, tracks, conferences, weekend services, etc.).

Students must maintain regular attendance for all KDC and Flame of Fire events as laid out in required weekly and yearly calendars. Students who do not maintain regular attendance may be dismissed from the program.

Student will fill out a weekly *Accountability Report* as part of the tracks log on the first day of each KDC week summarizing their previous week's attendance for Flame of Fire associated tasks (tracks participation, Department Prayers, Sunday service volunteer tasks).

C. Mentoring Program

Students will have the opportunity to be mentored by a Flame of Fire leader who will be available to them as a student advisor throughout the year. Should you have pastoral needs or concerns don't hesitate to reach out to your assigned mentor.

D. Office Protocol

- **KDC Offices** We purpose to maximize office productivity. KDC offices should only be accessed by appointment or when students have a specific assignment requiring them to be in the offices. Always knock before entering an office.

- **Church Offices** Students should access FFM offices only if they have a specific assignment that requires them to be in the offices. Please do not loiter in any FFM offices. If you need to meet with one of the ministry office personnel, please schedule an appointment instead of coming by to see if they are available. Please maintain an attitude of professionalism in the offices at all times—loud socializing is not appropriate office protocol.

E. Vehicles & Parking

During class days, students may park in any open spot so long as it is in the front portion of the property. Parking inside the gated area is prohibited.

F. Transportation

Students are responsible to arrange their own transportation for work and KDC related commitments. When requesting transportation from another student or person, always offer to cover fuel costs. Airport runs during class times or other required services are **NOT EXCUSED**.

G. Employment

As a Kingdom Domain College student, you are free to pursue part-time employment in order to meet expenses. Due to your commitment to KDC, we recommend limiting your workweek to a maximum of 20 hours. If for any reason you need to work more than 20 hours per week, schedule a meeting with a KDC staff member to discuss options. Your job must not conflict,

compete, or interfere with your student responsibilities. While on the job, students should always exemplify a Christian lifestyle of integrity and excellence.

H. Lost & Found

Students are encouraged to keep track of their personal belongings when utilizing different areas of Flame of Fire Ministry property. Items left on campus will be placed in the lost and found designated area. Please mark your books and other belongings with your name so you can be contacted if your belongings are found. Each resident is responsible for his or her own property. Flame of Fire Ministry and/or Kingdom Domain College will not be held responsible for theft or loss of property.

VII. PERSONAL LIFE

Central to the mission of Kingdom Domain College is the desire to help students grow in character and Christ-likeness. We are not only an academic institution but primarily a Christian community that focuses on leadership development. Our goal is to provide an environment conducive to accelerated growth. Life transformation happens best when both internal and external forces for change are in sync. There must be the “inside-out” working of the Holy Spirit to bring focus and empowerment for change. When this is active in a person’s life then the “outside-in” working of coaching and accountability can be especially effective. In our view, when a student enrolls in Kingdom Domain College, they are enlisting the aid of a spiritual “personal training” program to help their development.

The standards reflected here are derived from Biblical absolutes and principles, Flame of Fire Ministry/KDC values, growth goals, and/or community standards. We believe it is our duty to uphold the standards of Scripture as well as pastor students into reflecting those standards in their lifestyle. We have also found it helpful to develop community standards that enhance quality living in community, reduce distractions from spiritual growth & academic disciplines, assist those wrestling with carnality, and encourage reflection regarding lifestyle choices.

Following are some expectations and standards in which we ask cooperation from all students.

A. Speech and Behavior

The language and behavior of students should reflect a Christian standard and never be vulgar, violent, sexually suggestive, or immoral. Curse words are not acceptable.

B. Personal Purity

Because the Christian lifestyle should be free from all contaminating influences and addictive behaviors, students are expected to abstain from use or possession of pornography or any morally degrading media as well as

avoid being in an inappropriate or compromising situation with a member of the opposite sex (ie: one on one in the car, one on one in devotional rooms, one on one in the house).

C. Music & Media

Any music or media in which the lyrics are obscene, hateful or impure should not be played on church premises, in student housing, nor be a part of the Christian lifestyle. Students are asked to use Godly discretion in their choices of movies and entertainment rather than depending on secular rating guides. Avoid media that is vulgar, impure, or offensive, whether it be to you personally or to those who may not understand your participation in it. (EPH 5:3-4; ROM 14:13)

D. Illegal & Mind-Altering Substances

Cigarettes, marijuana, drugs, and any illegal substances may not be consumed during the entire course of the academic year, including breaks. Any student who uses alcohol illegally, smokes (including vaping) or manufactures, distributes, possesses, or uses such substances will face disciplinary action, up to and including immediate dismissal from the program. Students must inform the KDC staff if they are taking any medication that may affect their behavior or performance.

Alcohol and tobacco are strictly prohibited in the student homes, on Flame of Fire Ministry property, and for all KDC sponsored events on or off property (Christmas party, Mission trips, etc). This is based on a community standard of Kingdom Domain College. Though the Bible does not clearly prohibit the consumption of alcohol, it does prohibit drunkenness. There are legal prohibitions of minors consuming alcohol. Our policy reflects the collective wisdom of the church leadership and KDC faculty that these substances pose very serious social and safety issues.

E. Gambling & Clubs

Avoid any form of gambling, as well as attending dance clubs. Social dancing that is sensual, suggestive or provocative in nature is inconsistent with Christian purity and should be avoided.

F. Dress Code & Personal Appearance

As Christians, the way we present ourselves to others affects the way they perceive Christ, and may affect the impact we have upon them. All staff/students must dress reasonably for the nature of their ministry work, so as to be a good representative of Flame of Fire Ministry/Kingdom Domain College and reflect standards of modesty and good taste. Clothing such as pajamas, swimming shorts, and swimwear of any kind, short shorts (anything shorter than fingertip length), spaghetti strap/tank tops or halter/midribs are examples of attire that is not appropriate on the ministry premises. Extremely tight-fitting, excessively revealing clothing and tops with low necklines are not appropriate. **Any ministry/church leader reserves the right to ask members of staff/students to adjust their personal appearance as is deemed appropriate (including going home to change).

G. Men & Women Relationships

Preparation for the call of God is the primary purpose for becoming a student of Kingdom Domain College. At times, a romantic relationship developing between young men and women can cause a shift in focus that distracts from that purpose. If it is not kept in balance with their goals, it could tend to preoccupy their thought life, time and hinder their studies. As students leave home and join the tight knit community of like-hearted peers at KDC, this sudden newness can abnormally promote their interest in each other at a time when they do not have the same measure of accountability to their parents and pastors.

Our goal is to cultivate a safe and healthy environment for all students to maximize their KDC experience. As an overall guide, we want to discourage men and women from exclusively spending too much time together and developing premature intimacy. During this short season, each student has the unique opportunity to focus on their spiritual growth and be surrounded by godly relationships that are based on healthy, non-romantic friendships.

Staying focused and distraction free during this season, and maintaining the integrity of this program will provide you with the full benefit of what this program was designed to produce.

H. Dating & Romantic Relationships

A romantic relationship is defined as two people who have a romantic interest or attraction for each other, and who are trying to cultivate their relationship through time, words, and/or actions. Dating is defined as two people (who have a romantic interest or attraction for each other) exclusively spending time together whether alone or with other couples.

1st and 2nd year students attending Kingdom Domain College are advised against pursuing a romantic interest with anyone or dating anyone during the duration of the academic year.

Should you find yourself considering the pursuit of a dating relationship during your time as a KDC student, you must communicate it with a KDC staff member. If the KDC pastoral staff determines that your case is a rare exception to the above rule and that being in a romantic relationship while being a KDC student is the right thing for you, the KDC pastoral staff will provide a Flame of Fire Ministry pastoral staff or couple as oversight and regular accountability for that relationship as long as the student is enrolled at KDC. This is to help prevent romantic relationships from being cultivated prematurely and to help keep any approved romantic relationships healthy and balanced during the duration of the program.

I. Sexual Immorality

Any KDC student who has any inappropriate sexual interaction—specifically intercourse or oral sex—with another person in the program or out of the program may be dismissed from KDC and student housing, if applicable, and will forfeit any

tuition or housing payments/deposits. This includes the duration of the academic year, both on and off campus, along with all breaks. Upon dismissal from the program, KDC and Flame of Fire Ministry pastoral staff will offer a path of healing and restoration within Flame of Fire Ministry if the student chooses to stay and be restored in this local church. The restoration process will include, but is not limited to, counseling with one of our Church leaders, and continued involvement in collective services.

Our heart is not to reject a student who has failed, but to give each one an opportunity to be restored to proper health and healing within the local church. During the restoration process, it is best for the student to focus their attention entirely on the process of healing and restoration instead of continuing the KDC program. Our heart and goal are to challenge the students to live a higher standard than what the world portrays in regard to healthy and pure romantic relationships.

J. Respect for Authority

It is expected that all students will be responsive to those in authority, maintain good attitudes and show respect at all times for all teachers, administrators, house leaders and personnel in charge of a given area of leadership and responsibility. If the student feels a decision or request by someone in authority is not justified, he/she should discuss the matter first with the person directly responsible. If the situation is still not satisfactorily resolved, an appeal can be made to his/her direct authority.

K. Disciplinary Action

The principle of discipline is to associate a consequence with misbehavior to motivate better behavior. It can be an effective tool for change. We utilize this tool as a last resort without any sense of rejection or disdain. We are here to help students change and we intend this process to be surrounded by a positive and friendly atmosphere of genuine concern. Our motivation is part pastoral and part parental, desiring to see students grow in ways that will ensure their future success.

We understand that we have set high standards and we are committed to helping students live up to them. As might be expected, a decision to violate one of these standards may result in some form of disciplinary action. A student's voluntary admission demonstrates a student's integrity and desire for change. This is always carefully considered in determining if discipline is necessary as well as deciding the nature of the discipline.

To reinforce a student's commitment to live within the Kingdom Domain College code of conduct, warnings, probation, or suspension may be given. These are not intended as punishment but simply as reminders of the guidelines.

In the event that a student fails to meet the standards set forth in this handbook, the Director or his designee will take corrective action, as determined in such person's discretion, in order to maintain the standards and integrity of Kingdom Domain

College. While some violations may require immediate dismissal, generally the following steps will be taken:

1. **Warning** – Any violation of the KDC standards will result in a verbal and/or written warning. Verbal warnings can be issued by House Leaders, KDC staff and instructors, and Flame of Fire Ministry Pastors. Certain violations may merit immediate probation or even dismissal.
2. **Probation** – A student may be placed on a 15-day probation period at the discretion of the Director with written stipulations as deemed necessary. If the Director or his designee determines there has been no measurable change or that the student did not take the required steps, the student will be dismissed.
3. **Suspension** – A student must be off campus for the duration of a suspension, which may be from one to a few days as issued by the Director. They may not attend any college events or classes, and all missed classes will be considered unexcused. All standards and rules still apply during suspension.
4. **Dismissal** – Dismissal from Kingdom Domain College may be immediate, at the end of the current trimester, or at another time determined by the Director or his designee.

Kingdom Domain College reserves the right to dismiss a student without warning if the violation of the standards warrants it, as determined by the Director.

VIII. FINANCIAL POLICIES

2020-2021 Academic Year

TUITION, HOUSING & FEES

Financial responsibility is part of the educational process and students are required to maintain financial responsibility throughout their enrollment at Kingdom Domain College

Tuition Payments

Total tuition for the 2020-2021 academic year is \$2925. A \$675 deposit fee will be charged to each student upon acceptance in order to secure enrollment. A fall tuition payment of \$750 must be received by Kingdom Domain College no later than September 8, 2020. The winter tuition payment of \$750 must be received no later than December 8, 2020. The spring tuition payment of \$750 must be received no later than March 8, 2021. All payments are to be made through either the website (PayPal) or in person via cash or check to KDC Financial Director.

Tuition, Housing & Fees:

- **\$45 Application Fee**
- **\$675 Deposit Fee** due upon acceptance to secure enrollment
- **\$2925 Tuition for 2020-2021**
- **\$3150 Housing for 2020-2021** for students living in KDC housing
- **\$6120 Total Cost of KDC for 2020-2021** (including housing/deposit)
- An international mission trip expense will be additional (if an international mission trip is available)

Tuition Payment Schedule

Payment Options: Pay in Full

\$2632.50 a full tuition amount by October 1, 2020 (includes 10% discount).

3 Payments

\$750 Fall tuition payment is due by September 8, 2020. \$750 Winter tuition payment is due by December 8, 2020. \$750 Spring tuition payment is due by March 8, 2021.

Tuition Refunds

If you leave Kingdom Domain College, the amount of tuition that is non refundable will follow the guidelines below and the balance will be prorated and refunded to you as determined by the Director of Finances. Being dismissed due to contract violation forfeits reimbursement of funds.

1. If you choose to withdraw from Kingdom Domain College...

You are responsible for any tuition, housing, and mission trip fees due through the end of the current trimester.

2. If you are dismissed from Kingdom Domain College...

You are responsible for any tuition, housing, and mission trip fees due through the end of the current trimester dismissed from the program, and will not receive reimbursement for any deposits.

3. If you or the Director of Finances determines you have overpaid on your tuition...

You will be refunded the amount of over payment.

4. If your mission trip is cancelled...

- a. You must choose another trip from among the remaining scheduled trips. All additional mission trip payments applied toward the cancelled trip will be transferred to the new trip, less any expenses already incurred by the original trip.
- b. If no other trips are available, you will be refunded any additional mission trip payments you made for the trip, less any expenses already incurred by the trip.

5. If you choose not to go on a mission trip...

- a. You will not be eligible to graduate from Kingdom Domain College.
- b. You will be refunded any additional mission trip payments you paid for the trip, less any

expenses already incurred by the trip.

All refunds must be approved by the Director of Finances of Kingdom Domain College and will be issued within 60 days of notification of withdrawal. Discounts or financial aid received is not eligible for refund. Please contact invoices@ffministry.com to request a refund.

HOUSING

Housing Payments

Rent for the 2020-21 academic year is \$350 per month (including utilities) for a shared room. First trimester rent (\$1050) must be received by Kingdom Domain College's finance office no later than September 8, 2020.

Housing Payment Schedule

- **\$350 Monthly Rent.** First trimester rent is due by September 8, 2020. The remaining trimester payments are due on the 1st day of each trimester. Housing payments maybe paid trimester-ly without an additional finance charge.
- **\$3150 Full Housing Amount**

Housing Late Payments

A \$25 late fee will be applied for any trimester in which rent is received after the 8th day of the month (fee increases every week thereafter). All payments must be made by the 8th even if it falls on a weekend or holiday, since payments can be made anytime online:

www.paypal.me/kdglobal

FINANCIAL DELINQUENCY

An account will be considered delinquent if the housing payment is not received by the 8th of the trimester. A \$25 late fee will automatically be added to the account if the full minimum payment is not received by the 8th day of the trimester. Payments can be made online through PayPal. In the event of delinquency, a courtesy email will be sent out by the housing director, notifying the student of the late fee and reminding them to bring the account current to avoid eviction from student housing (if applicable).

DISCOUNTS

Students who make payment for full year are eligible for a 10% discount. In order to receive discount, payment must be received by October 1, 2020.

FINANCIAL QUESTIONS

Any questions regarding finances, payments, or financial aid can be relayed through invoices@ffministry.com

FINANCIAL AGREEMENT

I, _____, acknowledge that I have read and fully understand all the pages of the financial policies and agree to them in their entirety.

Student Signature

Date

Parent Signature (if under 18 years old)

Date

IX. STUDENT HOUSING POLICIES

2020-2021 Academic Year

RESIDENCE CHECK-IN & CHECK-OUT PROCEDURES

Move-in procedure

Student move-in dates are **September 5, 2020 – September 7, 2020**. As soon as students communicate their arrival time – KDC staff will provide keycode for entry into student assigned house.

Check-In

When checking in, each student must sign a form verifying the furniture in the room and the condition of the room and the furniture. Fill out the “Check-in” section of the Check- in/Check-out form in the room assigned to you, noting any damages existing in the room (walls, fixtures, furniture, bed, flooring, etc.)

The following forms must be completed by September 8, 2020.

1. Housing Agreement
2. Financial Policies Form
3. Emergency Health Information
4. Room Check-in/Check-out Form
5. A copy of your driver’s license and proof of insurance (if you plan to keep a vehicle on site).

Check-Out

When checking out, each student must thoroughly clean his/her room and put all original furniture in place. Removal of furniture, defacing or destruction of property will result in an assessed cost of repairs. Proper checkout procedures are as followed:

1. Remove all personal belongings from the room and any items from the walls
2. Clean the room thoroughly including walls and paint repair
3. Complete check-out form and have appropriate housing staff review and approve it

RESIDENT LIFE POLICIES

Our goal is to facilitate respect and healthy community among all those participating in residence living. Part of your responsibility as a resident is to understand and adhere to the following guidelines established on behalf of the residence community.

Resident life procedures and policies are designed to:

1. Provide a safe and healthy living environment, consistent with the philosophy of Flame of Fire Ministry
2. Help students understand responsibilities as a resident
3. Provide fair and consistent treatment for all student residents

Resident Life Goals

1. Encouraging a “family” environment: House Leaders will endeavor to facilitate a family environment among student residents to enhance the learning experience of all students and the atmosphere of resident housing.
2. Encouraging Unity: Residents meet on a regular basis to cover any announcements for the week and to spend time in prayer and fellowship.
3. Activities: Scheduled events throughout the year will provide opportunities for fun and fellowship.

Off Campus Requests

Students desiring to stay off campus must get approval in advance from the Core Group leader. The Core Group leader will then notify the corresponding House Leader (HL).

Guests & Visitation

Students seeking enrollment in the Kingdom Domain College may be permitted to stay overnight for a maximum of two nights in student housing at the discretion of the KDC staff and if room is permitting. This is only permitted if the proposed student attends all KDC classes and Flame of Fire services while staying on campus. All other friends and family (including alumni) should secure other accommodations for visits. We ask this out of respect for your roommates and to prevent the residence from becoming a “hotel”. While visiting, guests must observe residence policies. Violation of policy may result in the guest being prohibited from the student residence in the future. Failure to comply to these policies will result in disciplinary action.

*Guests or students of the opposite sex are NOT permitted in student homes without the oversight and approval of the House Leader and/or KDC Staff.

Curfew Policy

Curfew is 12am every day, 7 days a week. During extended breaks (including Thanksgiving, Christmas, and Easter breaks) curfew may be adjusted or lifted. This will be announced and communicated by the housing staff before each break.

- Students are expected to be inside their house by curfew.
- Visitors may not remain past curfew.
- It is the responsibility of the HL to enforce curfew for the students in their homes. HLs do not have the authority to give curfew extensions or to excuse a student that was out past curfew.
- If a work schedule interferes with the ability to make curfew, a copy of the work schedule must be provided in advance to the KDC staff for approval. In such cases, the KDC staff must approve late arrival and determine appropriate arrival time. KDC staff will communicate any approved curfew exceptions to the HL.

Individual Room Guidelines

All of our rooms are double or triple (when necessary) occupancy unless otherwise approved by KDC staff. Each room will be furnished with a regular twin-sized bed per student. You may provide your own additional furnishings for your room.

Do not use nails, screws, thumbtacks or anything else that causes holes or wall damage, when attaching things to the walls. You may mount lightweight objects on your wall or doors using

Poster Putty/Command strips. Scotch tape, masking tape, or stickers are not permitted on walls, doors, or woodwork. Do not remove closet doors.

For security and prevention of damage, please close your windows and lock your door when you leave your home. Turn off lights, fans, computers, and other electronic devices when you leave your home.

You are responsible for providing your own cleaning supplies and maintaining your living space. The HLs and KDC staff may conduct both scheduled and spontaneous room checks for cleanliness, safety, fire hazards and other issues that the student may need to address. Failure to comply may result in penalties.

Linens and toiletries

Students will need to provide their own toiletries, towels, linens and personal storage units. The beds provided are regular twin size.

Common Areas

Common areas are to be kept clear of student's personal items. Every resident should take personal responsibility for the care of the student residence.

Kitchen

Full kitchens are available for student use and will be furnished only with basic appliances (refrigerator/freezer, range, oven, toaster, kettle). Small personal refrigerators may be permitted upon approval.

- Residents must take personal responsibility to clean up after themselves with each use. Dishes must be cleaned and put away after each meal.
- Weekly cleaning schedules will be assigned by HLs.
- Appliances may be stored in the cupboards and should be properly labeled by the owner.
- All appliances left in the kitchen are considered free to use and are left at the risk of the owner.
- Food in the refrigerator must be labeled and still edible or it will be discarded at the end of the week. Students should respect other residents and not access another student's food or personal property unless permitted.

Laundry Facilities

The houses are equipped with laundry facilities. These are common spaces for all house residents and should be kept clear of personal items. Each student is responsible for providing their own detergent and other laundry products.

Quiet Hours

- Quiet hours are from 10:00 p.m. to 7:00 a.m. daily. All students are expected to intentionally contribute to an atmosphere of study and peace during quiet hours. Out of respect for other students, unnecessary noise in rooms or common areas (such as loud playing of musical instruments or stereos) is not permitted.
- Musical instruments and stereos should be played at room level. Electrically amplified instruments may be played quietly during the day, and with headphones during quiet hours.

- The Core Group Leader reserves the right to define room level volume and to determine instruments that may not be played. Consistent disregard of noise levels may result in disciplinary action and/or loss of privileges.

Personal Property and Cleanliness

Residents should respect each other's privacy and property rights. It is wrong to enter another student's room or borrow his or her possessions without permission or to damage the property of a fellow student. Loaning or borrowing money is strongly discouraged. Students should use every precaution to safeguard their personal property. It is the responsibility of the student to secure and lock the home when unattended. Theft, vandalism, or damage to the property of Flame of Fire Ministry, rental properties, students or staff members may result in criminal charges and disciplinary action. Flame of Fire Ministry and Kingdom Domain College are not responsible for and cannot be held responsible for theft of or damage to a student's personal property.

Students are expected to keep their rooms clean and orderly. Room inspections may take place both weekly and randomly without warning. House Leaders have the authority to set room inspection frequency and guidelines.

Media / Internet

During this season of training, we ask that students use discretion and are very open and accountable with all visual media intake including: TV, movies, computers, laptops, internet access, video games, computer games, DVD players, iPods, iPads, smart phones, etc.

- R-rated movies are prohibited within KDC housing.
- PG-13 movies will only be allowed depending on content and approval from the HL.
- KDC students are encouraged to view and listen to media that reflects the standards of the KDC Pledge of Honor and code of conduct.

Students are responsible for wireless Internet connection and maintenance in individual houses. Viewing of inappropriate material is not allowed, and all Internet access is subject to firewall restrictions and monitoring.

Vehicles and Parking

Students who plan to keep a vehicle on the home premises must submit a copy of a valid driver's license and vehicle information to both the KDC and FFM offices.

Flame of Fire Ministry and KDC are not responsible for damage to or theft of any vehicles kept at KDC housing locations or on Flame of Fire Ministry property. Keep vehicle locked and valuables out of sight at all times.

Postal Services

Each student is responsible to contact the United States Postal Service with a change of address immediately upon transitioning to another living situation.

PROHIBITED ITEMS

Fire Hazards

Burning candles is a fire hazard; and therefore, should be used with extreme caution within homes. Never leave a candle unattended. Please also use caution with all electrical items (such as lamps, electric heaters, irons, curling irons, etc.). Use irons on ironing boards ONLY, irons are not to be used on carpets or other flooring at any time.

Pets

Pets (including service animals) are not allowed in the student residence or on KDC/FFM property at any time.

Firearms, Fireworks and Weapons

Firearms (including lookalikes), ammunition, fireworks, weapons, knives or any other lethal or dangerous devices are prohibited in student housing and on Flame of Fire Ministry property. Any of these listed items will be confiscated and disciplinary action will ensue.

Bonfires

KDC/FFM does not allow any open flames or bonfires in the backyards of the units per regulation of the Sac Metro Fire Department.

Alcohol, Tobacco, Illegal Substances

Alcohol, tobacco and/or illegal substances are strictly prohibited in the student homes and on Flame of Fire Ministry property at ALL times, including when the KDC year is not in session (i.e. summer and all breaks). It is never permitted to possess or store alcohol, tobacco, and/or other illegal substances in the student homes or on Flame of Fire Ministry premises.

EMERGENCIES

Serious Injury or Hospitalization

If a student is seriously injured, ill, or in need of hospitalization for any reason, the appropriate KDC Staff and Core Group Leader should be immediately notified.

Individuals Threatening Suicide

Any member of the KDC community becoming aware of a student or other individual on campus threatening suicide (verbally or otherwise) should inform the KDC Staff immediately. It is our policy that every threat of suicide is taken seriously and initially assessed by the Kingdom Domain College Director or a member of the church pastoral staff. In some cases, professional counseling may be mandated. Confidentiality will be maintained to an appropriate extent unless a threat of harm against oneself or another is involved or disclosure is otherwise deemed necessary.

Earthquakes

Sizeable earthquakes are rare in the Sacramento area and are seldom a direct cause of injury or death. However, they can happen and earth movement can cause buildings and other

structures to shake, crack or even collapse. Most injuries result from falling objects and debris, splintering glass, fires, and panic. Cooperation is necessary to ensure the safety of all.

In case of an Earthquake:

- Remain as calm as possible.
- If inside, do not run outside. If outside, move away from buildings and structures with broken glass or collapsing debris.
- Move to a safe area in the room - under tables or desks, against inside walls, hallways or supported doorways.
- When shaking stops, leave the building at the exit nearest to you, go to the front lawn area and report to your House Leader.
- Be prepared for aftershocks.
- Closets and storage doors should be opened cautiously.

Evacuation Procedures

In the event of an evacuation situation, the parking lot at the front entrance of the offices is the primary meeting place for all residents.

IF YOU ENCOUNTER SMOKE OR FIRE, IMMEDIATELY:

Leave the building from the nearest safe exit. If you must open a door to access an exit, feel the handle first. If it is warm, do not open. If it is cool, open the door cautiously. Call 911 from the nearest safe area. Give the dispatcher concise information regarding the location of the fire at present. Once you are released by Fire Department personnel, gather with your House Leader and roommates and remain outside until all persons are accounted for and you receive further instructions from Fire Department officials. The Fire Department and their appointed helpers will be the only ones to search the building.

X. STUDENT HOUSING AGREEMENT

2020-2021 Academic Year

This Student Housing Agreement (this “Agreement”) is made as of the date it is accepted by Kingdom Domain College (the “College”) as set forth below and is by and between the College and the student of Kingdom Domain College who has signed below (the “student”). The College and the student agree as follows:

1. RESIDENCE: The College and the student agree that the student will live in student housing in one of the rental properties in contract with Kingdom Domain College and/or Flame of Fire Ministry. The College will assign the student’s room and reserves the right to re-assign the student to another house or room for any reason deemed reasonable or necessary by the College.

2. ELIGIBILITY: To be eligible to remain in the student housing under this agreement, the student must be enrolled in and in good standing with the College.

3. RENT: The student agrees to pay to the College for residence in the student housing a monthly rental of \$350 for a shared room. The trimester-ly rent is due by the 8th day of each trimester. The first trimester rent payment of \$950 for Fall

is due by September 8, 2020. The trimester-ly rent payment is due September 8, 2020. A \$25 late fee will be due for any trimester in which the College receives rent after the 8th day of the trimester. Payments are to be made through PayPal or in person with Finance Director.

4. TERM: The term of this Agreement and the student's residence in student housing will be from September 8, 2020 through May 28, 2021. This Agreement can be terminated before the end of the term only as follows:

- a. The student agrees **not to terminate this agreement before May 28, 2021** without the expressed written consent of the College.
- b. The College can terminate this Agreement for any reason as of the last day of a month by giving the student written notice at least 7 days before the termination date.
- c. The College can immediately terminate this Agreement for Cause by giving written notice to the student. For this purpose, "Cause" means any breach of this Agreement by the student (including but not limited to failure to pay rent when due) or any conduct by the student that is determined by the College to be (1) inappropriate, (2) detrimental to the student, other housing residents, or other students of the College, or (3) otherwise worthy of termination of this Agreement. d.
- d. The student must immediately move out of student housing if he or she no longer meets the eligibility requirement of Section 2, in which case this Agreement shall terminate as of the date that the student moves out.

5. SECURITY DEPOSIT: A \$500 deposit is due by August 1, 2020. The security deposit may be applied by the College to cover things such as unpaid rent, late fees, or property damage caused by the student. Any damage or other costs assessed to the student can be deducted from the security deposit, and upon the College's request the student must immediately make an additional security deposit so that the amount held by the College remains \$500. The Handbook states the conditions under which any unused balance of the damage deposit will be refunded.

Early move-out and termination of the housing contract without the College's approval will result in loss of refund.

Each student must complete a room and home condition form prior to moving into his or her assigned room. The student will be charged for any damage to his or her assigned room.

Damage in common areas will be charged to the specific individual or group of individuals deemed responsible for the damage. The student is responsible for the conduct of his or her guests.

6. CARE / MAINTENANCE / REPAIRS: The student is responsible for the care and use of his or her assigned room and its furnishings and must comply with all the conditions of the room and house condition form. Any requests for repairs and maintenance of the room or home should be directed to the KDC staff or the Resident Director. No student may perform repair or maintenance work on the College's property or any rental property without prior authorization.

7. COMPLIANCE: The student must comply fully with (i) the provisions of the Handbook, as amended by the College from time-to-time; and (ii) all other rules, regulations, guidelines, procedures, or policies determined, published, or adopted by the College.

8. NO LIABILITY / INSURANCE: The College is not responsible for any damage to or theft or other loss of the student's personal property or for any interruption in utilities, internet access, or related services or systems. **The College does not carry insurance coverage for the student's property. The student is strongly advised to retain insurance coverage for his or her personal property.**

9. RIGHT TO ENTER / INSPECT: The College maintains the right to enter and inspect the student's room at any time, without prior notice, for any reason deemed reasonable or necessary by the College. When feasible and appropriate as determined by the College, the student will be given prior notice before the entrance or inspection.

10. NO WAIVER OR BREACH: The failure of the College to insist upon strict performance of any provision of this Agreement in any instance shall not be construed to be a waiver or relinquishment of any right the College may have under that or any other provision.

11. STUDENT HOUSING POLICIES: By agreeing to this housing agreement, the student is also agreeing to follow all additional student housing policies outlined in the "Student Housing Policies" section of the KDC Student Handbook.

12. KDC HOUSING RULES & REGULATIONS: By agreeing to this housing agreement, the student is also agreeing to follow all additional housing rules and regulations outlined in the Kucher Property Rentals Housing Rules and Regulations below.

XI. KUCHER PROPERTY RENTALS

Housing Rules and Regulations

The following Rules and Regulations are established in order to provide for the continuing pleasure, comfort, and security of all the residents of KDC Student Homes and must be followed at all times.

NOTICES

All requests for maintenance must be made through the office. Tenant shall give immediate notice to the office of any accident or injury to the water pipes or electrical fixtures in the building. Tenant shall notify the office immediately of any personal injury occurring on the premises.

FIRE

Tenant shall, in the case of fire, give immediate notice to the Manager. In the event of damage such as to cause the home to be untenable, the rental shall cease and rents shall be prorated to the date of the fire **unless it was started by the Tenant or another occupant of the home.**

DAMAGE

Damage to equipment or blinds shall be immediately reported to the Manager, including any stoppage or failure of plumbing, electrical or gas items within homes or patio/balcony.

PETS

Only small birds, small fish or small turtles shall be permitted in the home, provided however, they may also be prohibited if they cause undue noise or obnoxious odors. **ABSOLUTELY NO DOGS OR CATS ARE ALLOWED.** No other animals of any nature shall be kept or harbored on the premises inside or outside. In addition, there is **NO VISITING FOR ANY ANIMAL** of any nature at any time upon the home grounds or in the buildings. There shall be no feeding of any wild birds or animals anywhere on the premises and especially no feeding of cats or dogs.

MAINTENANCE STAFF

The maintenance employees for the KDC Student Homes shall perform such duties as usually pertain to such positions, at the expense of the Manager. **These duties shall not include labor for the Tenant, for example hanging pictures, moving furniture or patio/balcony labor.** Any employee of Manager performing an act at the request of the Tenant, when such act is beyond the maintenance person's normal duties, shall be acting as the agent of the Tenant.

REFUSE

Tenant agrees to wrap all refuse and to deposit it in the trash bins provided, and in such a manner as to be acceptable to management. Any unusual or bulky refuse shall be removed by management at the expense of the tenant. Tenant also agrees to recycle whatever and whenever possible, using the recycle bins on the property correctly.

AERIALS AND ANTENNAS

Tenant agrees that no radio wires, television aerials, or other appurtenances shall be placed on or attached to the roof or any of the walls, patios, balconies or windows of the buildings. Satellite dishes may be installed at KPR (KUCHER PROPERTY RENTALS) only with the prior written approval of the management of KPR and only in designated, pre-approved areas. In addition, KPR management must be notified when installers are on the property and must approve the installation.

WATER FIXTURES

The toilets, sinks and faucets shall not be used for any purpose other than those for which they were constructed. No sweeping, rubbish, rags or any other improper articles shall be thrown into these places and any damage resulting from improper use of them shall be charged to whose premises the improper use occurs. Any stoppage of plumbing is the responsibility of the tenant if caused by the tenant.

NAILS IN WALLS

The tenant shall not drive any nails or tacks or set any screws into the walls, ceiling or woodwork of the home without first obtaining the consent of the Manager. The tenant shall not make alterations to the premises or any change in the internal structure of the home without first obtaining written permission from the manager.

CHILDREN

NO MINOR children are to be left on these premises without an adult who is responsible for them. An "ADULT" is someone whom has attained the age of (18) years or older. Visiting children are the responsibility of the tenant that child is visiting. Children shall not play on any stairways. Children can play in playgrounds only during daylight hours and all children under the age of five years old must be attended by a responsible adult. Children are not allowed around the area in front of the office to play or loiter at any time. Any damage caused by children will be assessed against the parent or the responsible tenant. Fines may be imposed and if continuing, eviction may result.

NOISE

Tenants shall not make or permit disturbing noises on the premises by themselves or their guests. Tenants will not permit anything to be done by any person that will interfere with the rights, comforts and convenience of other tenants, Televisions, radios, sound systems and musical instruments are to be kept at a level that is confined to the individual homes at all times.

RECREATION

Play grounds, buildings, and public areas are to be used only as per the special rules set up for those areas.

LAUNDRY

Each tenant shall use the laundry, drying yards and equipment at the tenant's own risk and the Manager and Owner is released from all liability by reason of loss or damage arising from the use of them. Equipment shall be used by following the instructions posted in each laundry room. **The laundry rooms are not play areas. No children are allowed in them unless accompanied by an adult.**

WINDOWS, RUGS, ETC.

Nothing shall be hung from the windows, porches, balconies or railings of any homes. Tablecloths clothing, curtains, drapes, or rugs shall not be shaken or hung from any of the windows, doors, balconies, patios, fences, or porches of the home.

VEHICLES

There shall be **ABSOLUTELY NO VEHICLE STORAGE** on premises. Vehicles on these premises must be in operable condition at all times. There shall be no parking of commercial vehicle, RV's or boats on the premises. **The Manager shall assume no responsibility for any vehicle damaged on the premises or for any loss by theft.** It is suggested that vehicles remain locked at all times.

STAIRWAYS

The stairways shall not be blocked or used for any purpose other than entry and exit from homes. **No bicycles, baby carriages** or the like will be allowed to remain on the stairways, courtyards, or adjoining areas of the building.

SWEEPING

Sweeping shall be picked up and placed into trash bins. No tenant shall sweep or throw dirt or other substances into or onto the stairways, the yard areas or patios of other tenants.

FURNISHINGS

The premises are rented unfurnished except noted in the "**Inspection Sheet**".

REPAIRS

The Manager, including Assistant Manager and employees, may enter the tenant's home at any reasonable time to examine the premises or to make needed repairs and upgrades to the home. **The Manager shall give tenant a minimum of 24 hours notice before entering the premises, unless there is an emergency.**

CLEANING

Cleaning and maintenance of the home (**including the patio or balcony, porch windows, floor coverings and blinds**) is the **responsibility of the tenant**. The premises must be kept clean and sanitary at all times.

SIGNS

Notices tenant wishes circulated within the property may be posted in the laundry room **after prior approval by management. No notices or signs are permitted on or in the home. No homes are to be used or advertised as a place of business.**

CHARGES

The tenant shall pay for any damage to the home and common areas caused by tenant's acts or neglect, including damaged screens, broken window glass, broken or missing fence slats and boards.

CARPORTS

The tenant shall keep tenant's assigned carport neat, clean and free of oil and grease drips.

STORAGE SHEDS

The tenant shall keep tenant's assigned storage sheds neat, clean and free of oil and grease drips. The roof of the storage shed shall remain clear of all items, nothing may be stored there. The only exception is that satellite dishes may be installed on the roof of the storage shed.

BABY-SITTING

Professional baby-sitting of children is not permitted on the property.

VISITORS

Tenant agrees to advise management immediately and to obtain written permission for any visitor staying over 72 hours. Tenant shall provide a list of the names of the visitors.

APPLIANCES

Tenant shall not install a washing machine, dryer, dishwasher, air conditioning unit or any other electrical or gas equipment in the home without written approval of the Manager.

Failure of the Manager to insist upon strict performance of the terms, covenants, agreements and conditions of these Rules and Regulations shall not be a waiver or relinquishment of the Manager's right to later enforce any of these Rules and Regulations. These Rules and Regulations may be changed from time to time in accordance with the Rental Agreement.

XII. STUDENT HOUSING AGREEMENT

This document is available online in Student Forms and will need to be signed when the link is received by the student.

I understand that student housing is a privilege. I have read, I understand, and I agree to abide by the terms and conditions of this agreement (in accordance with Kucher Property Rentals).

Student Signature: _____

Print Name: _____

Date signed: _____

Move-In Date: _____

Acceptance

This Agreement is received, accepted and agreed to by Kingdom Domain College this _____ day of the month of _____, 2020

by _____ Kingdom Domain College Staff Member

XIII. HANDBOOK AGREEMENT

This document is available online and will need to be signed when the link is received by the student.

I have fully read and understand 100% of this handbook and I am willingly submitting myself to its policies and procedures for the entirety of this program, along with all breaks, including Thanksgiving, Christmas, Easter break, and any other breaks.

Student Signature: _____

Print Name: _____

Date signed: _____

NOTE: This handbook describes general policies and procedures. It is not a contract and may be amended from time to time without prior notice.