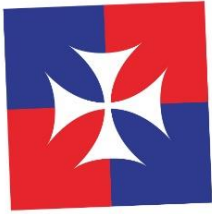
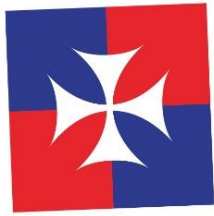


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IDENTITY and GENERAL RULES

1. Definition of Collegium Trinitatis

The Collegium Trinitatis is a university residence managed by AnimaGiovane s.c.s.r.l. and inspired by Catholic values. Our residence offers accommodation for students enrolled in Turin university institutions. More information on our offer can be found in the following documents (Formative Project, Formative Agreement, Code of Ethics and the Room Allocation Contract) as well as in the Internal Regulations.

2. Rooms and facilities

Our residence can host up to 62 students between 12 single, 28 double and 6 large single ensuite rooms. Facilities include:

- Self-service restaurant
- Tv room
- Study hall with computer access
- Reading room
- Multi-purpose common area
- Laundry room
- Gym
- Outdoor area
- Inner courtyard (shared with the care home nearby).

3. Front office hours

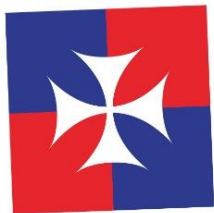
The front office is open Monday through Friday from 7.30am to 10.30pm, Saturday from 9am to 9pm and Sunday from 3pm to 9pm. Students have a personal badge and key to autonomously enter and leave the residence.

ACCOMMODATION

4. Requirements for admission

Students wishing to apply for accommodation need to meet the following requirements:

- To be enrolled in Turin university institutions.
- (*for new undergraduate students*) To have a high school diploma with a score of 70 or more.
- (*for students of the following years*) An amount of CFUs (university educational credits) equal or superior to 50% of the total required by their degree by July 31st of the ongoing year; the staff will take into consideration a few exceptional cases.
- To not own a house in Turin



5. Applying for accommodation

To apply, students have to fill out the online form on our website www.collegiumtrinitatis.it. Our staff will then contact students to arrange a date and time for their interview. The interview is motivational in nature, as it is our desire to understand why students have chosen our residence and to guarantee them adequate formative opportunities.

After getting through the interview, students are asked to bring the following documents:

- a passport photo;
- a copy of your high school diploma and final score (for new undergraduate students);
- a copy of the document of all exams taken, with dates, CFUs and grades included (for students of the following years);
- certificates you deem relevant for your application (e.g. Certificates of language proficiency, certificates of attendance, etc.).

Failing to meet the requirements, or to apply for accommodation or to deliver all documents on time, may result in the student's exclusion from the application process.

6. Moving in

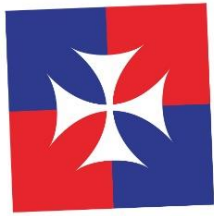
Once the application form has been sent, our staff will check the chosen room together with the student and his or her parents. Afterwards, students and their parents will be asked to sign the Formative Agreement and the Room Allocation Contract. A personal badge will be issued on the arrival day.

7. Duration of stay

Students can stay in our residence for the whole academic year, from September, 1st to July, 31st (unless otherwise agreed with our staff). Students wishing to stay the next year must have obtained an amount of CFUs (university educational credits) equal or superior to 50% of the total required by their degree by July, 31st of the ongoing year. The application for the next year must be sent by the end of April of the ongoing year (students of the following years) or by the end of June (students attending the first year or a single-cycle degree). Once students have obtained their degree, if they do not plan to apply for postgraduate degrees, PhD, masters or T.F.A. (Italian teachers traineeship) or are not accepted into one of these courses, they have 30 days to leave their room.

8. Moving out

Once students have obtained their degree, they have 30 days to leave their room. If they have to leave before the departure day agreed upon in the contract, students must give notice 30 days in advance. In case of departure before the official date, the staff will withhold 20% of the fees regarding the period the room will be left unoccupied. Failure to give notice in advance (30 days) will result in the loss of the security deposit. Upon departure, our staff will check the room to verify its state. In case of damage or malfunctioning caused by the student's negligence, our staff may use the security deposit to cover repair costs.



9. Security deposit

Upon allocation, students must pay a €500 interest-free deposit, which will be returned on the departure date (both at the end of the contract and in case of early departure with a notice of 30 days in advance) and only after students have paid all accommodation fees. In case of damage or malfunctioning, if students refuse to pay for repair costs, our staff may use the security deposit to partially or completely cover these expenses. If the security deposit is not sufficient to cover the damage, our staff will require a refund from the student.

10. Accommodation fees

Students are asked to pay their accommodation fees in a single payment or in four installments (to be paid in September, December, February, and May). Fees include breakfasts and dinners, unlimited wi-fi, electricity, heating, water, cleaning of public spaces, internal tutorship, and some of the activities scheduled for the ongoing year.).

Fees do not include the use of the laundry room, copy services and beverage machines. The total amount of the fee will depend on whether students apply for a single or double room.

11. Payments and interest rates

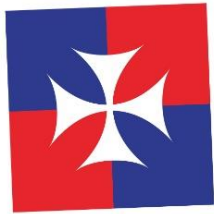
Students are asked to pay their accommodation fees upon allocation. Our staff will provide all details concerning the payment.

At the end of the contract, students are asked to pay for their copies and prints.

Failure to pay the accommodation fees on time will result in the application of an interest rate (an increase of 25€ after 15 days). In case of prolonged delay, our staff may choose to suspend the student from housing. Nonetheless, suspended students will be asked to pay all due accommodation fees.

12. Registration to the National Health Service

Before allocation, students are asked to choose or change to a General Practitioner located in the ASL (Local Health Unit) the Collegium belongs to. The process is free of charge, and our staff is available for help with the necessary paperwork. The registration to the National Health Service for foreign students expires after one year and must be renewed for every year of permanence in our residence.



ROOMS

13. Code of conduct

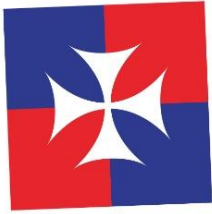
Inside the residence, students are asked to be respectful of both other students and our staff. By signing this document, students declare to know and adopt a respectful behavior towards people, areas and other codes of conduct.

Students are asked to:

- a) be respectful of other students while using the common rooms and its facilities
- b) comply with the Italian laws, as well as additional rules present in this document
- c) immediately inform our staff of damaged furniture or malfunctioning facilities
- d) comply with hygiene standards, both in their bedrooms and in the common rooms
- e) dress appropriately in the common areas;
- f) grant access to the room to the staff in charge of the cleaning or maintenance of bedrooms
- g) keep their bedrooms tidy, and to store their personal belongings in the recommended spaces. The Collegium is not responsible for lost or stolen items
- h) comply with the law against smoking in public places
- i) immediately inform our staff of contagious diseases contracted while staying at our residence. In this event, affected students may be asked to leave the residence until their complete recovery (certified by a medical certificate of good health)
- j) inform our staff of prolonged absences (one week or more), and give their personal badge to the staff
- k) hang announcements or signs only on dedicated spaces (only with previous authorization from our staff)
- l) follow the rules concerning the use of the study hall and the reading room.

Students cannot:

- a) set the Collegium as their place of residence (special exceptions will be made for students in need of a residence permit)
- b) bring into the residence any of the following items: weapons, drugs, alcohol, harmful substances and inflammable material
- c) take part into or organize gambling activities
- d) keep pets inside their bedrooms or in the common rooms
- e) disturb other students, especially after 11pm or in rooms where excessive noise is forbidden
- f) alter their bedrooms or common rooms in any way, or tamper with the systems (ex: painting walls or windows, moving the furniture, hanging posters or paintings, modifying the electric system...)
- g) perform any kind of maintenance work or have it performed by someone else
- h) use any device that could compromise the safety of other people or the functioning of our systems (ex: heating devices, candles, ovens, toasters, stoves...)
- i) have meals in their bedroom;
- j) throw their waste out of the designated dumpsters or garbage bins
- k) throw damaging substances or materials down the water drains



- l) leave boxes or large materials in the hallways or on the balcony, or hang objects or clothing out of the bedroom's window
- m) bring in and host guests in their bedrooms or in the common rooms without previous authorization from our staff
- n) stay in the common rooms outside of allowed hours
- o) tamper with the facilities schedule (laundry room, computer access, gym, tv room, copy machine...)

A 24/7 video surveillance system is active in all common rooms, in order to ensure the safety of all students and guests against unauthorized entries or inappropriate behavior from the students and guests themselves. The Director is the only one allowed access to the video-footage.

14. Badge

On their arrival day, students will be issued a personal badge, which cannot be entrusted to other people. Badges grant students access to the residence (when the front office is closed) and to their bedrooms, as well as provide them with power supply inside their bedrooms. In case of damage or loss, it is possible to request a new badge for an additional fee of €10.

15. Guests

Students can host up to two people inside our residence from Monday to Friday from 9am to 10pm, Saturday from 9.30am to 8.30pm and Sunday from 3.30pm to 8.30pm, except for those rooms where access is denied for non-residents. Guests are asked to comply with our rules and to not disturb the students. Hosting students will be held responsible for any damage caused by their guests. Guests are required to leave their ID cards at the front office upon entering our residence for the whole duration of their stay. Guests can stay in the students' room only after direct authorization from the Direction for up to 20 minutes.

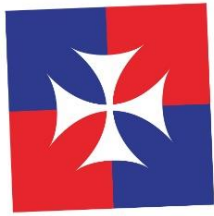
16. Staff access to bedrooms

Our staff keeps a copy of the badge for the following purposes:

- a) to inspect the bedrooms (together with the student)
- b) upon direct request from the student and for specific matters (together with the student)
- c) for ordinary or extraordinary maintenance (after having informed the student)
- d) in case of urgent repairs (either with or without the student)

17. Summer closure

Our residence will be closed from December, 23rd to January, 5th and from August, 1st to August, 31st inclusive. Any change to standard opening times will be communicated to all students in advance. Students are asked to take all of their belongings out of the room upon departure in order to facilitate cleaning and ordinary maintenance of the bedrooms.



18. Use of facilities and common rooms

Our residence offers the following facilities:

- multi-purpose common area
- study hall with computer access
- reading room
- tv room (special screenings can be requested in advance to the front office)
- self service restaurant
- laundry room
- gym
- outdoor area

Smoking is forbidden in all common rooms.

Only resident students are granted access to the laundry room and the gym. Students are asked to keep them tidy and to use the equipment with proper care. Before using the laundry room and the gym, students are asked to book a slot at the front office, as the two rooms are accessible only at specific hours.

All the other common rooms are open to resident students and their guests. Guests are asked to leave their ID card at the front office, to avoid staying beyond visiting hours, and to comply with our internal regulations. (See #11.)

The beverage machine and the drinking water unit within the multi-purpose venue and the restaurant are open 24h. A kettle, two food warmers and a toaster are available for use there as well.

In case of damage to goods, systems or furniture within the common rooms, if it is impossible to know who is responsible for the damage, repair expenses will be correspondingly shared between all the resident students.

Resident students can organize recreational events, provided they ask our staff for authorization at least seven days before the event. The request must be signed by all organizers and must include dates, start and end time, and purpose of the event. Outside guests may be allowed in limited numbers, provided they leave their ID cards at the front office. (See #11.) It is forbidden to host parties in the bedrooms, on the floors or in other unauthorized spaces.

Organizing students will be held responsible for the behavior of their guests and for any damage to the rooms.

Resident students may also take part in the creation, promotion and organization of events, formative activities, seminars, workshops and other initiatives within our residence.

Specific rules about the common rooms can be found within the rooms themselves.

BOARDING

19. Management

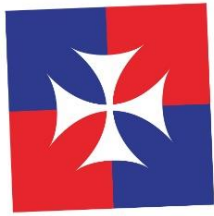
The self service restaurant is managed by a local co-operative. Meals are cooked in the kitchen below the dining room, in order to guarantee their freshness and quality. Half board service

COLLEGIUM TRINITATIS TORINO

Vicolo Crocetta 5, 10129 Torino

info@collegiumtrinitatis.it

www.collegiumtrinitatis.it



(breakfast and dinner) is guaranteed from October, 1st to July, 31st for the period when the residence is open. Students can use the multipurpose venue and our facilities (plates and cutlery included) during lunchtime. Students are asked to clean tables, plates, cutlery and facilities after lunch.

20. Boarding fees

Breakfasts and dinners are included in the fee. It is not possible to apply for accommodation without the half board service.

FINES & ADDITIONAL CHARGES

21. Proceedings

Students are asked to comply with the internal regulations, as well as to be respectful of other students.

Failure to comply with the regulation will result in one of the following sanctions, according to the gravity of the situation:

- written warning letters
- fines
- suspension from housing

After each fee or the second warning letter, our staff will contact the student's family to discuss the current situation and its adherence to the formative project.

Any occurrence of smoking in public places will be sanctioned in accordance with the relevant Italian legislation.

22. Written warning letters

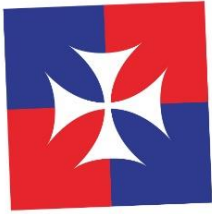
Our staff will issue a written warning letter in case of:

- negligence in keeping bedrooms and common rooms tidy and clean
- disrespectful behavior towards other resident students between 11pm and 8am
- improper behavior towards the staff or other resident students
- guests hosted outside of authorized times and spaces
- use of unauthorized spaces to park bikes or other means of transportation

23. Fines

Our staff will issue a fine in case of:

- pets in bedrooms or common areas (only service dogs are allowed inside)
- waste out of the designated dumpsters or garbage bins
- boxes or large materials kept in the hallways or on the balcony
- objects or clothing hanging out of the bedroom's window
- heating devices, ovens, stoves, toasters in the bedrooms



- alterations or tampering with systems and furniture, painted walls, painting hanging on the walls
- unauthorized equipment or furniture
- stickers or posters on walls, doors, furniture
- announcements or signs placed outside of authorized spaces
- parties held in the bedrooms or other unauthorized spaces

24. Suspension

Failure to comply with the internal regulations or instances of dangerous behavior towards other students or the residence may result in the student's suspension from housing. Our staff will consider suspending a student after the third warning letter or the second fine in the academic year as well.

Students will be automatically and immediately suspended in the following cases:

- selling or renting their bedroom to someone else, regardless of the reason behind it
- possession of inflammable materials, harmful substances, drugs or other substances forbidden by the law
- failure to pay the residence fee, or to pay repair costs or sanctions after three warnings
- behavior going against public policy or current laws
- selling or giving their personal badge to non-residents
- repeated violations, resulting in more than three warning letters or two fines
- hosting non-residents in their bedrooms for a night

Suspended students won't be able to apply for accommodation for the following years. Moreover, the staff will withhold 20% of the fees regarding the period the room will be left unoccupied.

Collegium Trinitatis Torino
Manager
Cristian **Casula**