

STUDENT HANDBOOK FY24



**This Handbook is intended for all Visible Music College students at every site and online.
If you also attend a partner school, additional student policies may apply.**

Memphis
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Visible Community

In his book [The Cost of Discipleship](#), Dietrich Bonhoeffer describes the Church as the "visible community." With this phrase, Bonhoeffer summarizes what Jesus said when he called His first followers to be the salt of the Earth and the light of the world — Jesus called them (and us) to be visible so that others will see the glory of God. Jesus said "Let your light shine before men that when they see your good deeds they will praise your Father in heaven."

We are followers of Jesus and are a part of bringing his kingdom 'on Earth as it is in Heaven.' In other words, we want you to be salt and light! We want the same to be true of you in the Christian community at Visible Music College. We are a part of the Church here. The college should not be your replacement for the local church - rather, an extension of it.

Our vision is that the student body of Visible Music College will embody that community definition. This is our heart and vision for our students. The tricky part is that you get to live this out in community with others. When it is done right, living in a true, biblical community with others is difficult and painful. It is also, however, beautiful, powerful, and an agent to bring healing to our broken world.

Because living in Christian community can be challenging, we have certain expectations and values for you that should flow out of a person who has been gripped by the grace of God. These expectations and values will only help you be united as a community and so be salt and light in the city. This Student Handbook serves as an agreement between you and the institution, and it is a foundational document that we can all go back to should you need clarification about expectations and values in the future. You will also find important information in the handbook that we think you will need during the school year so you will know how to navigate community life at Visible. Through this information we have tried to answer any questions that might arise but always feel free to ask if anything is confusing about living in community at Visible Music College.

God the Father made himself visible by sending his Son, and God the Son made the Father visible by laying down his life for the world. Now, may God the Holy Spirit encourage you to lay down your lives for one another, empowering you to be visible at this college, in this city, and in the world.

Once again, welcome to the Visible Music College community!

Dr. Ken Steorts

Acting VP of Students
President, Visible Music College

Emergency Numbers

Fire/Ambulance/Police call 911

Visible MEM

To reach the below numbers dial phone number 901.381.3939 and enter extension x _ _ _.

Housing Coordinator - **Sari Sandoz** mobile 407.913.1151

Director of Students - **Jeremy Louison** mobile 347.645.9616

Business Office - **Toni Melton** x227

Ministry Placement - **Ben Rawley** x239

Operations/IT - **Jerry Fuller** x226

Registrar - **Sunethra Guy** x225

Services MEM

Al-Anon	901.323.0321
Alcohol Abuse 24-Hour Assistance	800.234.1253
Alcoholics Anonymous Helpline	901.726.6750
Cocaine Anonymous Hotline	901.725.5012
Memphis Crisis Center	901.274.7477
Lakeside Needs Assessment & Referral Center	901.377.4733
Narcotics Anonymous	901.276.5483
Overeaters Anonymous Hotline	901.860.4990
Parkwood Hospital	901.521.1400
Rape Crisis (Shelby County Rape Crisis Center)	901.222.4350
St. Francis Behavioral Health Services	901.765.1400
Suicide and Crisis Intervention	901.274.7477 or 1.800.SUICIDE

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Vision

Visible Music College is a global Christian community serving the Church and cultures with our collective energy and creativity, fostering an environment of worship and innovation through artistic endeavors for the glory of God and to the benefit of everyone.

Mission

Visible Music College inspires and equips students in skill, wisdom, and Christian character for effective leadership and service in the arts, industry, and the Church.



STATEMENT OF FAITH

THE BIBLE

We believe the Scriptures, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of mankind, and the Divine and final authority for all Christian faith and life.

GOD

- We believe in one God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit.
- We believe that Jesus is true God and true man, having been conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross a sacrifice for our sins, according to the Scriptures. Further, he arose bodily from the dead, ascended into heaven, where at the right hand of the Majesty on High, He is now our High Priest and Advocate, ruling over all heaven and earth.
- We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, to convict persons, and to regenerate the believer by indwelling, guiding, instructing, and empowering him/her for godly living and service. The Holy Spirit gifts persons for the edification of the Church and for testimony to the reality of Jesus Christ to the unbelieving world.

THE CREATION

We believe God created Heaven and Earth and made humankind in His image.

THE INDIVIDUAL

- We believe man was created in the image of God but fell into sin and is therefore lost.
- We believe that the shed blood of Jesus Christ and His resurrection provide the only grounds for salvation and justification.
- We believe that water baptism and the Lord's Supper are ordinances to be observed by the Church during this present age. They are, however, not to be regarded as means of salvation.
- We believe individuals should respond to the commission to reach, teach and disciple the whole world.

THE CHURCH

- We believe that the true Church is composed of all such persons who, through saving faith in Jesus Christ, have been regenerated by the Holy Spirit and are united in the body of Christ of which He is the head.
- We believe that only those who are members of the true Church should be eligible for membership in the local congregations of the Church.
- We believe that Jesus Christ is the Lord and Head of the Church, and every local church has the duty to govern its own affairs, working with those ministries that Jesus Christ has put in place.

THE ADVERSARY

We believe that we have an adversary, satan, a fallen angel, the evil accuser who slanders God to humankind and humankind to God. He is the tempter of humanity who continually solicits people to sin. As a conquered enemy, he is to be resisted by submitting to God.

THE FUTURE

We believe in the personal and imminent return of our Lord Jesus Christ, who will return for His glorious bride, the unified church worldwide, and rule and reign with them forever. We believe in the bodily resurrection of the dead, of the believer to everlasting blessedness and joy with the Lord, of the unbeliever to judgment and everlasting conscious punishment.

THE BIBLE

Scriptural truth is the foundation of Visible Music College and the standard upon which all principles, standards, and values are based. The Scriptures, both Old and New Testaments, are the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of mankind, and the Divine and final authority for all Christian faith and life (from our Statement of Faith).

The Visible Community (See Bonhoeffer's The Cost of Discipleship) The truth of Scripture is worked out in life in the context of the Church – the visible community of believers. Passion for the body of Christ permeates successful Christian communities and insists on unity in Christ at its core. Visible Music College supports the mission and context of the local church as the biblical expression of the larger invisible community, equipping servant leaders to proclaim the kingdom of God.

FAITH ELEMENTS COMMUNITY

Community is essential to the health of Visible Music College students, faculty, and staff. Christian community creates opportunity for practical application of the Word, worship of the Creator in all of life, discourse that promotes greater understanding, and challenging interactions that promotes growth of the individual believer. Interdependence, mutual respect, and honest, non-threatening communication permeates successful communities, creating a catalyst for the advancement of the kingdom of God.

LOVE

Visible Music College promotes a personal and corporate walk in the highest commands of Scripture, to love God and one another with His love, reflected in kindness, care, and appreciation of diversity of person and purpose. Participants in a Christian community must be aware of the effect one's actions have upon the group, and aim to propel others in growth in God through exemplification of the fruit of the Spirit.

INTEGRITY

Christian believers, in proper relationship to God, will act in a manner worthy of the call of Christ through the understanding and application of His Word, the impression and direction of His Spirit, and the revealed grace of the inspired life of Jesus Christ. Members of the Visible Music College community are mutually accountable for adhering to local, state, and national laws, including published academic standards, criminal codes, and Visible Music College directives, published and announced. Willful disobedience to laws and rules of the community is detrimental to the college. Respect for people and property is assumed.

EDUCATION

Visible Music College is both educational and spiritual in its focus. The artistic guidance involves artistic, spiritual and professional elements engaging the head (intellect), heart (soul), and hands (action). This requires recognition of both natural talent and spiritual gifting, accountability toward excellence in development of both, and a commitment to following Christ as a prime motivation.

SERVICE

The Christian community, as a steward of the world, is mandated to think outside of itself on behalf of others without regard for position. The fruition of this ideal is obedient service to the Church and compassionate service to the world by empowered lifestyles of substantiating grace balanced with truth, Spirit poised with Scripture, justice tempered with mercy, and authority permeated with humility.



INSTITUTIONAL PHILOSOPHY

GLOBAL PERSPECTIVE

Visible Music College maintains a global frame of reference and service to the Church through ministries, schools, and local churches, for the advancement of the kingdom purposes of God throughout the Earth, optimizing the valuable resources of like-minded institutions.

EDUCATIONAL SYNTHESIS

Visible Music College pioneers an educational synthesis of academic, vocational, and spiritual growth modeled in the context of artistic apprenticeship. Visible Music College draws its unique strength from a blended faculty of traditionally and experientially trained educators, practitioners, and ministers, with adjunct professional artists and ministers.

CHURCH AND INDUSTRY

Visible Music College provides Christian discipleship training for students to, in turn, serve local churches and ministries, vocational training for students to influence the CCM/Christian music industry, and professional training for effective ministry within the mainstream music/music industry.

COMMUNITY

With a central value of Christian community, Visible Music College requires and provides on-campus housing for entering students, have sufficient common areas and community activities, and provide for both physical and spiritual health of students and staff. Visible Music College will treat all people fairly in communication and conflict resolution. The college has a stated Open Door Policy.

Students seeking help in the areas of counseling, general or mental health issues, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and/or other services available are encouraged to vocalize those desires to Visible Staff whereupon Staff members can support the student in finding the help they need internally or within the local community.

SPIRITUAL DEVELOPMENT/PASTORAL CARE

Visible Music College emphasizes personal and community spiritual growth and provides an environment of spiritual direction and nurture in the corporate identity of believers in Christ and in the mission of the Church, overseeing the spiritual development of students and promoting that of the staff.

INTEGRITY

Visible Music College maintains a positive relationship within the Church, with local churches, ministries, and media as a positive force in the integration of society and religion, and a creative entity for church harmony. Our marketing/recruitment presentations, efficient

business practices, and creative artistic output will be above reproach.

VALUE

Visible Music College operates with maximum value to the student and family, providing a quality, compact, private Christian education for successful entry into career and ministry.



EDUCATIONAL PHILOSOPHY

- God, the Creator, is the consistent source of all truth and knowledge.
- The integration of principles and revealed truth from the Scriptures is the foundation of instruction.
- Authentic Christian life must be shared from instructor to student, alongside fact and revelation from texts and aesthetic sources.
- Clear, honest, and non-threatening communication is essential to the processing of knowledge and wisdom gained for assimilation into a student's life.
- The leadership of the school concerns itself with the general spiritual health and environment of the school, creating a safety that is essential to a complete and lasting educational experience. A committed and qualified Student Development Office oversees the spiritual development of our students.
- The educational program is organized to be one-third mentoring/discipleship, one-third post-secondary arts studies, and one-third vocational practicum. All vocations are Christian, and have a ministerial outreach. Programs are offered in accelerated formats for pursuit of career and ministry. Each of these aspects of the college are parallel to an aspect of curricular formation:

Formation

- Spiritual Formation assists students in developing character, integrating their faith into every aspect of life - thoughts (head), being (heart), and action (hand).
- Artistic Formation assists students in developing skill in their area of expertise to equip them to be cultural transformation agents.
- Professional Formation assists students in developing a lifestyle of service and leadership.
- The Bachelor of Ministry programs are accelerated formats of the baccalaureate degree that can be completed in as little as 3 years. All programs are designed to be practical in nature so that theory is not removed from praxis, as well as ministry oriented, in order to reinforce the concept that, for one in Christ, all vocations are Christian and have a ministerial outreach.



EDUCATIONAL OBJECTIVES

As an institution of higher education with a focus of training for the arts industries and the church, we purpose to accomplish these objectives with regard to our entire student population:

- To impart, share, and uncover knowledge of God, the Bible, arts, and Christian life.
- To know and relate the scriptures to life as dedicated and Holy Spirit-led believers.
- To develop purpose and biblical character for the extension of the kingdom of God.
- To increase understanding of and desire for the Church, Christian community and interdependence of believers.
- To discover and internalize the beauty of God's creation in artistic endeavor and ministry.
- To become people of vulnerability and inquisitiveness, demonstrative in love and peace, and balanced in discourse.
- To exercise professional skills in specific fields with competence, clarity, and purpose.
- To develop academic and practical skills for the pursuit of life-long learning.
- To produce men and women of concern and action in service towards all people.



OFFICE OF STUDENTS

MISSION

The Office of Students exists to connect with students and alumni and to spiritually develop current students through healthy resident life, fellowship opportunities, community outreach, and discipleship so they will realize this vision: See Yourself. See God. Be Visible.

OBJECTIVES

SPIRITUAL GROWTH (DISCIPLESHIP)

Through pastoral care, discipleship from faculty and staff, connection with a local church, worship services, and through partnering with parents, the Office of Students will train you to "See yourself. See God. Be visible." We certainly want you to see yourself professionally and academically as a musician, or as a sound engineer, a worship leader, a producer; but also, and perhaps most importantly for this office, we want you to see yourself spiritually. We want the following for your spiritual growth:

- **See Yourself** : for the Spirit to form your heart in such a way that you see yourself through the eyes of God. To know the beauty of being made in the image of God, to see your brokenness and your desperate need of the grace of God, and to own that Jesus won a great victory over sin, Satan, and death and because of that victory, you can see yourself as a redeemed sinner, bought back by the broken body and shed blood of Jesus.
- **See God** : for you to see the Triune God (Father, Son, Holy Spirit) and know His deep care for you and His presence in your life.
- **Be Visible** : for you to be challenged by the gospel of Jesus, driven by the Holy Spirit in all that you do, such that you cannot help but seek out ways to be visible (professionally, academically, and as a servant) not for your own glory, but so that others will praise your Father in heaven.

STUDENT LIFE

The Office of Students will oversee the SGA to provide opportunities for fellowship so that you might see yourself in light of others. Living in community with others helps us see ourselves for who we truly are.

HOUSING

The Office of Students will oversee the Housing Coordinator and the RA's in order to provide a living situation that is safe and comfortable to allow students to thrive while living in community and to give you maximum opportunity to develop spiritually, professionally, and academically.

CITYEYES (COMMUNITY OUTREACH)

The Office of Students will work with the community to provide opportunities for you to serve the city. Part of spiritual development is training you as a student to be a servant. We want you to see the city through the eyes of Jesus. Luke 19:41 tells us that when Jesus approached Jerusalem he saw it and he wept for the city. We hope you will celebrate the beautiful things about Memphis, but also that you will learn to weep for the city and all its brokenness. Through CityEyes, we will provide opportunities for you to serve and be visible.

CHURCH ATTENDANCE

Visible Music College students are required to physically attend a local church weekly and attest to that fact on the Spiritual Formation Sheet provided for feedback. There will be a way to show your church and attest to the fact that you attended the previous week.



VISIBLE CODES OF CONDUCT

STUDENT CONDUCT

Visible Music College is a Christian college. As such, our behavioral standards are designed to provide a positive learning environment and to promote the spiritual, social, and physical well being of the students. The expectations of Visible Music College as outlined in this handbook are standards of expected behavior, which reflect Visible Music College's biblical belief that worship is a constant expression from our hearts and in our lives.

BIBLICAL VALUES

Christian institutions, like Christian individuals, are guided by biblical standards for moral integrity, social consciousness, personal health, and an effective Christian witness. Students are expected to pursue lifestyles that reflect biblical pictures of love, personal prayer and devotion, purity, mutual respect, conflict management, and life within a community. Any questions regarding appropriate behavior or attitude should be first directed to scripture. If further guidance is desired, please feel free to ask any Office of Students staff member.

The following standards seek to clarify values that Visible Music College holds which may not be overtly evident in scripture and are derived from historic, orthodox Christianity. If a student seeks further clarity on the subjects addressed, or a subject that has not been addressed, contact the Office of Students.

ALCOHOL

There will be no use, possession of, manufacturing of, or distribution of alcoholic beverages on Visible Music College leased or owned properties, and when representing Visible Music College such as, but not limited to, concerts, promotional events, and church services. The drinking age in the United States is 21. Under age drinking is prohibited, and drinking of any amount, regardless of age, is prohibited by anyone expecting to operate a vehicle. Signs of intoxication will also qualify a student for disciplinary action. It is expected that of-age students will use careful judgment and discretion when using alcohol while off campus. Drunkenness as determined by law enforcement and/or Visible Staff will require disciplinary action.

ROMANTIC INTERACTIONS

While we recognize that interactions of a romantic nature (flirtation, asking someone out on a date, getting to know someone with the intent of a relationship, etc.) are normal and often harmless, it is imperative to note that at no time and in no way will any repeated unwanted advances (physical or verbal) be tolerated at Visible Music College.

If a student experiences an unwanted advance, the student should communicate to the person making the advance that the advance was unwanted. If any advances or uncomfortable confrontations happen thereafter, the student should notify the Office of Students immediately. The Office of Students will conduct a thorough investigation and will

assess disciplinary action if deemed necessary (including, but not limited to: suspension, expulsion, loss of scholarship, and reporting the incident to local law enforcement if deemed necessary).

SEXUAL ASSAULT

Should ANY student experience sexual assault, domestic violence or stalking at any point, those students should report the incident immediately to the Office of Students and local law enforcement, as applicable. The Office of Students will, if needed, assist students in reporting crimes to law enforcement. Students are advised to report the crime immediately, as well as not to destroy or get rid of any evidence of the crime that exists so as to aid law enforcement in bringing justice to the situation. Throughout the students' tenure at Visible Music College, the Office of Students will address Dating Violence, Stalking, Sexual Assault and the prevention of these things intermittently in Gathered Worship, at Winter Retreat, and in Life Together.

If a student becomes the victim of any of these matters they are strongly encouraged to report it to the Office of Students immediately whereupon their story will remain confidential as the Office of Students assists the student in getting help through counseling, pastoral care, and/or reporting a crime to law enforcement. At no time will the students' story become public record and if another student is found to be the perpetrator of said crime, that student shall be subject to disciplinary action including but not limited to suspension, expulsion, and reporting of the crime to local law enforcement where applicable.

Visible Music College follows all applicable mandated government guidelines regarding sexual assault.

A student may email the Director of Students to request changes in academic, living, transportation, working situations, or protective measures as a result of being a victim of a crime. This is regardless of whether they report the crime to local law enforcement. Accommodations will be made if they are reasonably available.

TOBACCO

Visible Music College is a tobacco-free environment. The use or manufacture of tobacco or tobacco-based products is prohibited on all Visible Music College owned or leased properties, and when representing Visible Music College such as, but not limited to, concerts, promotional events, and church services. This includes:

- Tobacco products and tobacco-related devices
- Imitation tobacco products
- E-cigarettes
- Vapes

Tobacco use of any kind is strongly discouraged overall.

MARIJUANA

Use of marijuana products remains strictly prohibited on ALL campuses and in Visible leased or owned properties.

Recreational Use of Marijuana is illegal in most campus states, including Tennessee and Kansas, but may be legal for those age 21 and older in some states, as in California. In the same way that we allow students to exercise age appropriate drinking within wise parameters, Visible Music College students in California are not prohibited from limited marijuana use off campus without impairment. Under age recreational marijuana usage is prohibited, and usage of any amount, in any form, regardless of age, is prohibited by anyone expecting to operate a vehicle. Signs of intoxication will also qualify a student for disciplinary action. Online students are subject to these provisions where Visible leadership is made aware.

There will be no use, possession, manufacture, or distribution of marijuana products on

Visible Music College leased or owned properties and when representing Visible Music College at concerts, promotional events, church services, and the like. It is expected that students will use careful judgment and discretion when dealing with issues relating to appropriate marijuana use while off campus. Visible staff may ask and social media may make it apparent.

SUBSTANCE ABUSE POLICY

Use, possession, manufacturing, or distribution of illegal drugs or controlled substances will not be tolerated. It is a crime, and Visible Music College will cooperate with law enforcement authorities who are charged with enforcing current statutes. Students are warned that involvement with drugs on or off campus can result in disciplinary action by Visible Music College, as well as any criminal penalties. The disciplinary action will likely result in student expulsion.

From a biblical and Christian community focused standpoint, Visible Music College is concerned with student's use of controlled substances as well as healing and recovery in case of substance misuse. The college complies with requirements of insurance carriers and meets municipal, state, and federal regulations in providing a safe and healthy educational environment for the benefit of the students, the college, and the general public. For these reasons, the following rules are in effect.

ABUSE OF LEGAL DRUGS

It is strictly prohibited while on campus to use or be under the influence of any legally obtained drug or alcohol which adversely affects the educational experience of the student or poses a safety threat, or is detrimental to student life. This prohibition covers, but is not limited to, arriving on the campus under the influence of any legally obtained drug, including any prescribed drug under medical direction, which has the aforementioned effect(s). A violation of the rule in this section subjects the student to disciplinary action, up to and including expulsion.

ILLEGAL DRUGS/DRUG PARAPHERNALIA

Visible Music College forbids any student's use, sale, purchase, transfer, or possession of illegal drugs and/or drug paraphernalia. Illegal drugs, for the purpose of this policy, include (a) drugs that are not legally obtainable; (b) drugs that are legally obtainable but are being handled abusively or illegally; and (c) drugs that are legally obtainable but have not been obtained legally. This definition applies to any and all forms of narcotics, depressants, stimulants, or hallucinogens whose sales, purchase, possession, transfer, or use are prohibited or restricted by law.

Visible Music College prohibits the possession of drug paraphernalia, including but not limited to clips, bongs, hookahs, blow tubes, papers, scales, or any material or apparatus containing drug residue. The sale, purchase, transfer, use, or possession of any illegal drug, as defined above, by any student on the college premises, in college vehicles, at college events, while in class or while on break or lunch period is strictly prohibited. Arriving on the college premises under the influence of any illegal drug or alcohol is strictly prohibited.

A violation of any rule in this section subjects students to a Pastoral Care Contract. With any breach in the Pastoral Care Contract, the Office of Students can suspend the student and will recommend him/her to check into a reputable drug and alcohol rehabilitation program. The Office of Students will be in continual communication with local churches, recovery programs, or rehabilitation program ensuring the student is getting the professional care he/she needs. The student may re-enroll demonstrating to the Office of Students measurable healing and providing references from a counselor and/or recovery program facilitator.

SECOND OFFENSES AND EXPULSION

Upon re-enrollment, if a student engages in any of the below (but not limited to these

actions, the result will be immediate expulsion.

Whenever the student's observed behavior or involvement in an on or off campus accident confirms a lack of sobriety;

After being found selling, purchasing, transferring, possessing, using, or being under the influence of any illegal drug;

After being found while on duty at a job on or off campus using or being under the influence of any legal drug which has the effects set forth above.

WEAPONS

For community and personal safety, firearms, martial arts equipment, fireworks, or any object deemed by Visible Music College Staff to be a weapon, is prohibited on Visible Music College leased or owned properties, and when representing Visible Music College such as, but not limited to, concerts, promotional events, and church services. It is expected that students will use careful judgment and discretion when dealing with issues relating to weapons while off campus. Additionally, any emblems or other representations which might be interpreted as being gang related are prohibited.

HARASSMENT

Visible Music College is committed to providing students with an environment free of harassment in any form. Any act of harassment (i.e., physical, psychological, verbal or sexual) that threatens a person or persons is considered a serious offense and will not be tolerated. Such actions will likely result in immediate removal from Visible Music College property until the incident is thoroughly investigated and perhaps immediate interim suspension. Reinstatement may or may not occur prior to the completion of the disciplinary process.

Our Title IX coordinator is the current VP of Students.

PRANKS

Horseplay and general boisterous activity are often indicative of college student experience. They are, however, not permitted in Student Housing or surrounding grounds. Likewise, pranks which at first seem harmless, are not allowed. Such pranks can escalate and get out of hand, compromising safety and often resulting in damage to property. Air-soft guns, paintball guns, BB guns, pellet guns, cap guns, or any other projectiles or projectile launching devices are not to be utilized on campus.

ATTIRE

Proper attire must be worn at all times at Visible Music College, on Visible Music College leased or owned properties, and when representing Visible Music College such as, but not limited to, concerts, promotional events, and church services. Standards of good judgment, good taste, and modesty ought to prevail in the selection of clothing suitable for wear on campus. Clothing should generally conform to two gender specific and Church cultural standards. This means avoiding articles that are immodest, short, tight, low-cut, or are otherwise distracting or purposefully gender-switching. The Office of Students and Visible Music College staff will hold students to an appropriate standard, and are the final authority on appropriate attire. These standards apply to both male and female students. Observing these guidelines will help to avoid a situation which can be awkward for everyone.

MEDIA

Media and entertainment (such as, but not limited to videos, pictures, computer usage, movies, television, and music) which contains content out of character with the values of a Christian community is not permitted. Use, distribution, or manufacture of pornography is not permitted on Visible property. It is expected that students will use careful judgment and discretion when dealing with issues relating to choice of entertainment. The Office of Students and Visible Music College staff will hold students to an appropriate standard, and are the final authority on appropriate media usage.

FIRST SEMESTER RELATIONSHIPS

A primary focus at Visible Music College is the fostering of Christian community and a well integrated, spiritually grounded student body. For this reason, and due to the high volume of program content, new romantic relationships for first year students should be avoided until second semester. The administration would like to think that the definition of a romantic relationship does not need to be explained. However, if the relationship is judged to appear romantic by Visible Music College Staff, it is a violation of this value.

The administration acknowledges that feelings cannot always be controlled, but actions can be. Feelings arise quickly in new environments - and while there is nothing wrong with those feelings, they can be deceptive. Getting to properly know someone in Christian community before beginning a relationship takes time and it's with that in mind that we put this policy into practice. If two students have taken the time to get to know each other, are in a healthy state mentally, emotionally, and spiritually, and are convinced timing is right to begin a relationship during their first year, they may request an appropriate staff relationship mentor from the Office of Students. If students have any questions about this policy those questions can be directed to the Office of Students.

DISPLAY OF AFFECTION

Visible Music College does not feel the need to delineate every inappropriate physical action or behavior a person could potentially enact, nor should we have to subject students committed to maturity in Christ to such a description. However, all displays of affection (regardless of relationship context) expressed during a person's tenure at Visible Music College shall be practiced in good conscience before God, members of the Staff of Visible Music College, other fellow believers, and as evidence of Christ to an unsaved world. The Office of Students and Visible Music College staff will hold students to an appropriate standard, and are the final authority on appropriate displays of affection. Specifically, a light kiss, hugging and hand holding is appropriate for public display of affection.

Our reasons for requiring prudence are:

The desire to avoid even the appearance of evil. (1 Peter 1:14,15, 1 Corinthians 6:12-20)

That we may be effective salt and light in the world. (Matthew 5:13-16, Titus 2:7-8)

Consideration for others who feel isolated because of your behavior. (1 Corinthians 12:26)

Consideration for others struggling with appropriate physical boundaries. (1 Cor. 10:23,24)

Avoiding situations that could become problematic, escalatory, or disruptive of the Visible community. (1 Corinthians 1:10)

SEXUALITY POLICY

At Visible we celebrate the historic orthodox Christian church conviction around God's beautiful creation of humanity and our sexual nature for pleasure within the confines of Biblical marriage. Church history and science also support two genders, male and female. Outside of a documented rarity, persons are born with a determined biological sex and gender, male and female, as our Statement of Faith holds.

BIBLICAL SEXUALITY

We adhere to and align with the Bible as our authoritative Scripture. We believe it is inerrant and complete, not lacking in any way. This is our interpretation of Scripture as it pertains to sexuality - that God's design is for sexual intimacy and activity (beyond public display of affection) to be appropriate only within the confines of a Biblical marriage. Biblical marriage exists between a biological man and biological woman (as defined by God via God's perfect design for humanity in Gen 1-2).

We believe God's design for life to be perfect and His Word to be an infallible guide to how to experience fullness of life in a fallen world. Scripture states very clearly that we are to strive for purity and abstain from sexual immorality and inappropriate sexual activity. While this is not easy, it is worth fighting for. Any sexual activity between students outside of marriage falls into the category of sexual immorality, is against the Visible Code of Conduct,

and should be avoided at all costs (1 Cor 6:18).

SAME SEX ATTRACTION

Visible believes in God's design and definition of gender and sexuality as laid out biologically and written about clearly in scripture. We recognize in our culture that gender and sexuality norms can be confusing and shame-inducing. We believe that design to be intentional, purposeful and good and encourage students wrestling with gender norms and sexuality to look to the Bible for truth, not to be ruled by or oppressed by the culture.

We also recognize that each individual person is uniquely created and has sexual preferences. We believe that attraction to a person of the opposite gender or the same gender is itself not a sinful action. We do not condemn, judge or malign those attracted to people of the same gender nor do we condone in any way, shape or form the condemnation, mistreatment or maligning of any person who is attracted to people of the same gender.

We believe that any sexual or romantic interactions occurring between two people of the same gender to fall within the category of sexual immorality (Rom 1:26-27). In light of God's Word, Visible prohibits students from same-sex sexual activity and/or pursuit of same-sex relationships while a student at Visible Music College. Students attracted to people of the same gender will not be disciplined for being attracted to people of the same gender. However, failure to adhere to the entire sexual policy (listed above) of the Visible Code of Conduct could result in Pastoral Care Contracts, Suspension, or Expulsion.

Out of a sincere love for all students at Visible Music College, we encourage any students struggling with issues of sexual identity, premarital sexual activity, sexual addiction (including but not limited to addiction to pornography, masturbation, prostitution, dating and 'hookup' apps) to seek help on these issues from the Office of Students staff. All conversations on these topics will remain completely confidential unless information shared endangers another person or reveals the abuse or harm of another person, in which case, the Students team will follow proper protocol for reporting the behavior to the proper authorities.

Ultimately, we believe sex and sexuality to be a gift from God to be celebrated and appreciated in its proper context - it's our goal to help all students develop a healthy and Biblical sexual ethic so as to glorify God in their lives.

DIVISIVE GROUPS

Staff and students are not to be engaged with, members of, or supportive of professional, social, or student groups of a divisive nature to the community of God. Groups that work to segment people groups, label racial groups, support anti-Christian community values, or work against the nature and policy of the college are not supported at Visible Music College. Staff or student engagement outside of Visible Music College in these groups is also not allowed. Visible focuses on those groups that work to unite all people around the Word, the Spirit, and Music.

SOCIAL MEDIA POLICY

We firmly believe in upholding the fundamental principle of freedom of speech for every individual in this country. Whether you are associated with an organization, university, or business, you have the essential right to freely express your thoughts and opinions both in person and online. We are deeply convinced that any content endorsed on the internet reflects the unique perspective of your individuality.

At Visible Music College, we hold the conviction that we reserve the right to assess and examine any speech or content generated by our current students. This evaluation aims to ensure that it aligns with conservative, historic, orthodox biblical Christianity, as well as adhering to our Student Handbook and Code of Conduct. It is our responsibility to review any expressions or materials that directly contradict these principles, thus maintaining the integrity and values we uphold.

The Office of Students will assume the responsibility of administering any disciplinary actions for content found to be inconsistent with our values and code of conduct.



DISCIPLINARY ACTIONS

DISCIPLINE

Discipline at Visible Music College involves reconciliation and intervention from the Office of Students. For relational conflicts the Resident Advisors (RA) are the first to confront the students and to begin the process of resolving their conduct. For more serious infringements of conduct such as harassment, illegal drug possession, stalking, domestic violence, dating violence, sexual assault, possession of a weapon illegal or legally possessed, alcohol abuse, or hate crimes then a formal meeting with the Director of Students and or Housing Coordinator is scheduled immediately.

Each situation is investigated fully and students will be given the opportunity to explain their actions and defend their values. Student's may bring an advisor of their choice to any related proceeding or investigation to accompany them. And the school may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply to both parties.

Students will remain anonymous except to the Director and VP of Students and parties involved in the investigation as to protect their integrity. In the case of dating violence, domestic violence, sexual assault, or stalking the school will provide in a notification to both the accuser and accused. If determined that after investigation the student is in violation then they will be placed in a Pastoral Care Agreement with the hopes of reconciling their wrongs by walking through this process with a mentor.

A student might be expelled if the code infringement is serious enough or if the process of probation is not helping. Where applicable, the rights of victims and the school's responsibilities for orders of protection, "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the school.

For further information about victims' rights after becoming a victim of dating violence, sexual assault or stalking, please refer to the Code of Federal Regulations in its entirety here:

<https://www.govinfo.gov/content/pkg/CFR-2018-title34-vol3/xml/CFR-2018-title34-vol3-sec668-46.xml>

PASTORAL CARE AGREEMENT

As a part of spiritual development, a Pastoral Care Agreement is most often used in circumstances where one or more of the Visible Values have been violated. It serves as an augmentation and extension to the Student Handbook and is binding in nature until it expires. The purpose of the Agreement is to have a written agreement between the student and the Pastoral Care team regarding certain restrictions and goals that are to be abided by and achieved throughout the duration of the Agreement. The rationale of the imposed

restrictions and goals is to provide needed structure that assists the student in addressing the emotional and/or spiritual issues behind the action or actions that caused the infringement.

Agreements are written to address the student's specific infraction, and often include, but are not limited to the following elements:

- restricted curfew
- mandatory pastoral care meetings
- sanction hours
- referral to appropriate outside programs

RESTRICTED CURFEW

The student will be expected to be in their room by a designated time in the evenings that is earlier than the normal curfew. In extreme circumstances, a student's curfew may be restricted to an extent that does not allow the student to leave Student Housing for any extracurricular errands.

MANDATORY PASTORAL CARE MEETINGS

The student will be required to meet weekly with a designated staff member to address the underlying emotional and spiritual issues that lead to poor decision-making. The purpose of these meetings is to help the student grow, and to provide accountability.

SANCTION HOURS

Separate from Community Outreach hours, sanction hours are imposed as time that is to be spent serving the Visible community at the discretion of the Office of Students.

STUDENT HOUSING VIOLATION

Part of living in a Christian community involves mutual encouragement, support, and accountability. Roommates are expected to hold each other accountable regarding all Biblical and Visible Music College values, and standards of conduct. A roommate who knowingly allows another roommate to violate any of the standards previously expressed will also be held responsible and subject to disciplinary action. Roommates are expected to encourage each other to seek pastoral guidance and support when faced with circumstances that violate these values.

SUSPENSION

If it is deemed by the Office of Students that a user's privileges should be suspended, the user will be notified of when the suspension will take place and for how long. Visible Music College is not responsible for work undone due to a suspension of resource privileges.

EXPULSION

Expulsion, in most cases, will be after suspension(s) have occurred. Expulsion would result in a permanent removal of resource access for a user. Users may petition the Office of Students for reinstatement of privileges after one year. Visible Music College is not responsible for work undone due to an expulsion of resource privileges. Other actions deemed appropriate by the Office of Students may be taken that are beyond the scope of technology, Visible Music College resources, and this document. Appeals can be made to the Office of Students for any disciplinary actions taken against a user.



STUDENT TEAMS

VISIBLE COUNCIL (VC)

The Visible Council is chaired by the Director or VP of Students and comprises the Housing Coordinator, the RA's, and other relevant staff members. The VC exists to serve, encourage, and empower the existing student community to "be visible." The VC meets regularly to celebrate the beautiful things students have accomplished/displayed and to address student brokenness — implementing changes to better serve the welfare of the Visible Music College community.

STUDENT GOVERNMENT ASSOCIATION (SGA)

SGA consists of student representatives whose purpose is to encourage a healthy visible community by connecting with and communicating between staff and peers. Its primary role is to be the voice of the students to help shape policy that serves service to the student body and faculty.

PURPOSE

- Promote unity between faculty, staff, administration and students
- Hear desires and meet needs of the student body
- Organize and facilitate social events and functions to develop unity within the community in conjunction with the Office of Students.
- Provide students with an encouraging arena to communicate ideas and concerns to the staff.
- Further purposes will be developed as the need arises through student and staff input.

ELECTED LEADERS

All members of the SGA will assume positions of leadership within the Visible community. As leaders in the community they will serve and encourage the student body. The following leaders represent the Student Government Association. The SGA President and/or Vice President are not elected because they received scholarships. All other leaders are elected by the student body.

PRESIDENT

The SGA President will provide leadership and direction to the SGA and student body. As President he or she will moderate all meetings and be responsible to communicate the consensus of the student body to the Vice President of Students and the VC.

VICE PRESIDENT

The SGA Vice President will provide oversight for any projects benefiting the present and future Visible Community. The Vice President will also fulfill the President's responsibilities when he or she is unable to do so and offer general assistance to the President.

SECRETARY

The Secretary will record minutes of the association and student body meetings. All SGA minutes will be kept by the Secretary and communicated weekly to the Vice President of Students. This person will also post reminders of meeting dates throughout the school and contribute pertinent information about SGA's activities to the Visible Music College newsletter.

TREASURER

The Treasurer will manage all SGA funds. The treasurer will work in conjunction with the college Business Office to keep accurate records of all spending and comply with all Business Office regulations.

SENATORS

One Senator is elected from those enrolled in each of the following years of Visible Music College – First Year, Second Year, Third Year, Fourth year. These bear the responsibility of representing their constituency with bold integrity.

STAFF ADVISOR

The Office of Students will provide oversight and assistance to SGA. In addition, a Staff Advisor will be assigned to work alongside SGA. In the absence of one, the Director of Students will function as such.



SERVICE AND OUTREACH

CITYEYES (COMMUNITY OUTREACH)

Part of the core values of Visible Music College is the belief that students and staff should be salt and light to the world around them. To that end, students are required to perform 10 hours of community outreach each semester. We call this CityEyes. A big part of developing spiritually is seeing others through the eyes of Jesus. The gospel of Luke tells us that when Jesus looked at Jerusalem he wept. He wept because he loved the city. We want you to see the city to find what you can consume but how you can love Memphis and be visible through serving it in all its beauty and brokenness.

Students are encouraged to find service opportunities that appeal to their gifts and passions. The opportunities are extensive, and students are to work with the Director or VP of Students when discussing whether or not a type of service will count towards the required service hours. For example, paid services rendered in the field that a student is majoring in will be excluded from counting toward the required hours. Volunteer services in the student's field will be accepted at the discretion of the Vice President of Students. Students should contact the Director or VP of Students for appropriate outreach opportunities when they are otherwise unable to find their own. Students are to log hours as they complete them. You can find this log on the SGA Facebook page. Incomplete hours will result in a hold on the student's certificate or degree until the hours are completed.

COMMITMENT AND RESPONSIBILITIES

When students arrange to do CityEyes community outreach, whether it is a one-time service opportunity or an ongoing service placement, the expectation exists that the agreed-upon service will be performed as and when arranged. If students make a commitment, they must embrace the responsibility to fulfill it. "Say what you are going to do and do what you said you will do" serves as the guide in this or as Jesus put it "let your yes be yes and your no be no."

CHURCH SELECTION

Every student should attend and commit to a local church weekly. Church Selection is the encouragement of student involvement with churches in the local area. Student participation in church is a means of supporting the Christian community by providing ministries with technicians, musicians, vocalists, worship leaders and ministry assistants.

MINISTRY PLACEMENT

If students are asked to represent the school they may be asked to adhere to certain guidelines and/or be eligible for specific training with local ministries. These opportunities may provide the experience that is needed to meet the student's coursework and can be credited as an Internship. It is the students responsibility to coordinate with their Advisor and ensure that they are approved and enrolled in a course to receive credit.



STUDENT SERVICES

VISIBLE ADMINISTRATIVE SERVICES

All administrative offices are located at 200 Madison Avenue, Memphis, TN 38103. Below you will find a list of offices that provide administrative services for you as a student. Dial phone number 901.381.3939 and enter the extension.

- Business Office - Toni Melton x 227
- Pastoral Care - Office of Students - Jeremy Louison
- CityEyes (Community Outreach) - Jeremy Louison
- Church Selection - Jeremy Louison
- Ministry Placement - Jeremy Louison
- Registrar - Sunethra Guy x 225
- Academic Support Office - Sunethra Guy x 204
- Library - Lisa McDonald

GOOGLE CALENDAR

Students will be provided with a CalDAV account as well as training on using Calendar. Students will be expected to organize and maintain their schedules using iCal and CalDAV. Calendar and CalDAV make it possible for the student to be an organized and functioning member of the Visible Music College Community.

POPULI

Visible Music College relies on a web-based college management system called Populi. This system is the hub for academic communications. You will want the Populi home page to be one of the places you visit first each day. Populi will be your portal to assignments, grades, and lessons while you are at Visible Music College. It is integral to all aspects of academics while you are here.

MAILBOXES

For Memphis student housing students, mail and packages should be delivered to 200 Madison Avenue, Memphis, TN 38103 or the campus address appropriate at the front of this handbook. Mail that is unclaimed will be thrown out frequently. If you are no longer a student we will not forward mail, it is your responsibility to change your mailing address or receive it in a timely manner.

EQUIPMENT AND FACILITY USAGE

Any student desiring usage of equipment or facility for a non-curricular activity must ask for permission from Operations. Requests are not guaranteed. After graduation, use of Visible Music College facilities is not permissible without prior appointment and possible rental fee. Please see Operations for further details.

LIBRARY SERVICES

The Visible Music College Library directly supports and strengthens teaching and learning by

providing resources and services that supplement the academic, vocational, and spiritual pillars of the College.

MEMPHIS INSTRUMENT STORAGE

On-campus instrument storage lockers are available to you. You are allowed access to the storage lockers from fall semester move-in day to spring semester move-out day; during the summer, all lockers must be **empty**. Each locker has a latch with a place for a padlock. It is recommended that you bring a padlock (or two) to school to ensure the safety of your instruments and equipment. The storage lockers, located on the 2nd floor, should be reserved for the musical instruments and equipment you use in the building on a regular basis. As such, they should not be "reserved" permanently by leaving a lock on an empty locker.

Because of shortage of storage, lockers are primarily for music majors first. If you are a production student or a business student who also plays instruments, then please store your instruments in your student studio room or arrange with Operations. Because of limited space, lockers are a privilege, not a guarantee.

Percussion students, you will not need to bring a padlock with you as the percussion storage area is in a separate, locked room on the 2nd floor, and your school ID card provides you access to this room. Due to the size and volume of percussion gear, only those students majoring in percussion may store percussion gear in that area.

Everyone at Visible Music College is expected to treat the lockers with care. While wear and tear from loading and unloading instruments is to be expected, if you are found abusing any locker, you will lose the privilege of using the lockers.

Visible Music College reserves the right to cut any lock and enter any locker at any time – especially any locker that is suspected of containing items that are illegal, dangerous, or in violation of values congruent with a Christian community.

If you have an issue with instrument storage or any locker (lost key/combo, damage, malfunction, etc.), please contact the Operations Manager.

MEMPHIS PARKING

Visible Music College does not have space for student parking in Memphis. No parking is available on campus.

We do have a partnership with the next door parking lot - Best Park TN and students who qualify are able to add parking for each semester to their student bill. These students will also qualify for a parking discount. Please contact the financial office for details.

Our main lot and alley lot is not available for students to park in during the 7AM-6:30PM hours. If a student parks in either Visible lot during those hours:

1st offense- formal warning

2nd offense- vehicle towed at the student's expense or parking boot may be applied to your vehicle and only removed after paying \$100 to the business office.

LOST AND FOUND

Any items, material, mail, equipment, etc., left in non-designated areas will be removed. After one week of display in the Lost and Found Area, items will be considered school property to be done away with at the discretion of Visible Music College administration.

STUDENT I.D. CARDS

Students will be issued an official Visible Music College I.D. card. This I.D. card is valuable and should be protected. Your Student ID will be used to identify you as a Visible Music College student. It will also function to unlock certain doors, give you access to practice

rooms that you have reserved, as well as serve as your library card to check out books and other resources.

Since I.D. cards give you building access, lost I.D. cards must be reported immediately to the Operations Manager so they can be deactivated. Lost I.D. cards must be replaced without exception, and there will be a \$25.00 charge to replace an I.D. card.

STUDENT COMMENTS AND CONCERNS

Student Comment Forms for complaints, suggestions, comments, and concerns can be obtained from the Office of Students. Signed comments will be directed to the appropriate department and a response will follow if requested. Please be sure to maintain a Christian attitude when voicing complaints, comments and concerns. Visible Music College encourages you not to discuss your complaints, comments and concerns with other students in a derogatory, non-productive fashion. This has proven to be an ineffective means of resolution for students, is unbiblical, and tends to lead to gossip and false accusations.

Other avenues for more specific concerns: the Housing Coordinator, Resident Advisors, The Student Government Association, and the Director or VP of Students.

In order to present a complaint to our accrediting organization, TRACS, please see Academic Catalog. The table of contents will help to guide your navigation.

IMPORTANT INFO

Be sure to take note of these important policies in your Academic Catalog:

- Dropping/Adding Classes
- Visible Grading System
- Academic Advising
- Disability Accommodations
- Family Educational Rights and Privacy Act (FERPA)
- Satisfactory Academic Progress,
- Probation, & Suspension
- Academic Rehabilitative Measures
- Compulsory Withdrawals
- Attendance
- Academic Dishonesty
- Personal Misconduct
- Academic Appeals and Personal Grievance Policy



COMPUTER SERVICES

Visible Music College provides computing resources for all staff, faculty and students. These resources are intended to be used to enhance education and facilitate communication. Anyone wishing to use these resources must agree and adhere to the following policy.

RESOURCES

The following resources are made available to all staff and students.

INTERNET ACCESS

Visible Music College has installed a campus-wide wireless network to enable easy connection to the internet. Visible Music College does not provide any wired internet connections. All internet traffic is filtered for appropriate content.

COMPUTER LAB

There is no formal computer lab. In the event that a student's laptop is being repaired, there may be a spare laptop available, but it does depend case by case basis.

PRINTERS

Printing is available for any students needing to print school related documents. There is no charge for prints. In Memphis All students should print to the 3rd floor Lounge Printer.

EMAIL

To enhance campus communication, an email address is provided for all staff and students. E-mail is the primary source of communication between students and staff via your Visible Music College address. It will be extremely important for you to check this account daily to have accurate and up to date facts concerning schedule changes and other important notices so you can succeed academically at Visible.

FACEBOOK PAGES

There are a few Facebook pages connected with Visible Music College available to students for communication purposes:

- Visible Music College - Main Page
- Visible Music College SGA and Campus Life
- GROUP: Memphis Visible Community
- GROUP: Chicago Visible Community
- GROUP: Dallas Visible Community
- Visible Music College Alumni Association

NETWORK STORAGE

Visible Music College provides storage through Google Apps for Education. With your Visible account you get unlimited storage in your Google Drive. The Office of Information Technology recommends you take advantage of this space that is made available to you.

TECHNICAL SUPPORT

Technical support is offered to students free of charge for Visible Music College related issues. It is up to the discretion of the tech support personnel what issues fall into this category.

USER RESPONSIBILITIES

All users are expected to adhere to all applicable laws concerning computer use including copyrights, patents, and criminal acts. All actions while using Visible Music College resources should be above reproach and it is expected that users maintain this integrity even when off campus and using Visible Music College resources.

PERSONAL COMPUTERS

Personal computers may not access the Visible Music College networks without approval of the Office of IT. To be considered for approval, each computer must adhere to these standards:

- Computer must be free from viruses, Trojans or other malicious files.

- Computer must be free of any spyware (download Ad-aware from the download.com and run it to remove any spyware from your computer.)

- Computer must remain free of all of the above for the remainder of the school year.

 - If it is found that a virus or spyware has corrupted a network resource from a personal computer, that person will be charged in accordance to the damage done.

PRIVACY

All users are expected to use Visible Music College resources with care. Under no circumstances shall circumvention of security measures or any attempt to do so be tolerated. User privacy is important to Visible Music College and all users are expected to respect the privacy of each other.

CARE

Abuse of resources (i.e.- hitting, dropping, spilling on, leaving in extreme weather conditions, etc.) will not be tolerated. The introduction of malicious software, including viruses and spyware, either intentionally or unintentionally, will not be tolerated.

CONTENT

Users should not use Visible Music College resources to store, transmit, view, promote, or take part in inappropriate behaviors and/or content including, but is not limited to, pornography, hacking, illegal downloading of music and/or software etc. Users should be advised that any data transmitted using Visible Music College resources can and may be monitored.

Anyone using Visible Music College resources is expected to report any suspicious activities to the Office of Information Technology. While network and data monitoring is in place, users can play an important role in maintaining the security and integrity of these resources.

SECURITY POLICY

As the dependence on Internet resources increases, so does the risk of identity theft and unauthorized access to personal computers. Visible Music College takes every precaution possible to ensure that the risk of attack is minimal. The Office of Information Technology reserves the right to force a user to change their password if it is suspected that security has been compromised.



GENERAL EMERGENCY GUIDELINES

In the event of a campus emergency, the Operations Manager or a member of the Visible Music College VP Team will utilize the emergency notification system in Populi to notify all students and staff. It is therefore vital to maintain correct contact information in Populi to ensure you are notified in the event of a crisis or emergency. Emergency notifications will include instructions on where to meet after the emergency has subsided to conduct a headcount and make sure everyone is accounted for. Adding a verified mobile phone number in Populi will help to make sure that you will get a text message when any emergency notification is communicated. Without the verified text message you might get an email alert after the initial text message is sent.

If a student or staff member witnesses a crime being committed at any time in an on campus facility (a Visible-owned building), that student is strongly encouraged to report the crime immediately to local law enforcement and to report the crime and all details available to the Office of Students staff - any crime information reported is kept confidential and will be investigated thoroughly and acted upon swiftly by the Office of Students should any disciplinary action be deemed necessary.

WHAT IS A CRISIS?

A crisis is anything momentous, urgent, threatening, and unplanned. At a school, crises could include a rape, suicide, major fire, bomb threat, and allegations of improper conduct, etc. among students.

WHAT IS AN EMERGENCY?

An emergency is a sudden unforeseen crisis (usually involving danger) that requires immediate action.

EMERGENCY NUMBERS

- Police, Fire Department, Ambulance 911
- Poison Control Center 800.876.4766
- The Crisis Center 901.274.7477 or 1.800.SUICIDE
- Mobile Crisis Unit 901.577.9400 (Provides on site evaluation for persons who may need hospitalization due to emotional crisis)
- RA's (students are given RA numbers during orientation)
- Director or VP of Students - Jeremy Lousion 347.645.9616

Visible Music College students are encouraged to adhere to the following guidelines/procedures when confronted with a crisis/emergency.

GENERAL STEPS IN MEDICAL EMERGENCIES

- Call out for an RA or Staff member.
- Have someone notify Emergency services by dialing 911.
- If immediate action must be taken and no emergency personnel are available, the 911 operators will assist you.

- Have someone bring you a first aid kit, if available.
- Do not move the victim unless absolutely necessary.
- Once professionals have been notified, alert the Student Life Team (RA's, Office of Students Personnel, VP of Students)

WHAT TO DO AFTER AN EMERGENCY

- If needed/desired, contact the Student Life Team to assist any victims with reporting crimes committed or filing grievances, if applicable
- Be sure that the Student Life Team is fully aware of what happened via email to the VP of Students.
- Contact the Office of Students to assist in Pastoral Care, assistance in finding counseling or help in dealing with events if needed.

MEDICAL EMERGENCY RESOURCES

- MEMPHIS: Methodist Hospital; 1265 Union Ave. (901) 516-7000
- CHICAGO: Community Hospital; 901 MacArthur Blvd. (219) 836-1600
- DALLAS: Methodist McKinney Hospital; 8000 Eldorado Pkwy. (972) 569-2700
- ATASCADERO: Atascadero State Hospital; 10333 El Camino Real. (805) 468-2000

CRIME REPORTING

Visible Music College Office of Students Staff prepare an annual disclosure of crime statistics in accordance with the Clery (Campus Security) Act 668.46 - the reports for the last number of years can be found publicly listed on Visible Music College's website and is submitted to the Tennessee Bureau of Investigation annually.

SCHOOL CLOSING POLICY

The Vice President of Business will make the decision concerning canceling classes and/or closing offices. Our normal policy is to follow the action of the local public schools. When a rare decision to cancel classes has been made, one of the Vice Presidents will determine if the offices will likewise be closed or will open with different hours. Such information will be included in the announcement. Students will be notified of a school closing through text, email, and announcements on visible.edu and Populi.

WHAT TO DO DURING A TORNADO WATCH

- Listen to local radio or television stations for updated information. You may find this information on your computer if you don't have a television or radio in your room. Visible Music College recommends that each student own a battery powered radio for these situations.
- Listen to the RA's and follow their instructions.
- If outside, take cover inside a building or lie in a low place.
- Bathrooms and stairwells are the safest spaces in Memphis Student Housing.

WHAT TO DO DURING A TORNADO WARNING

- Remain indoors.
- Listen to the RA's and follow their instructions.
- Continue listening for updated weather information. You may hear a tornado siren that Memphis activates to warn the surrounding community. A siren will be the signal to move to the safe place (mem- downstairs basement of academic building).
- The power will possibly go out, so listen to weather reports on a battery powered radio.
- If you are inside the student housing, make every effort to get to the lowest level and most internal room. If there is no time, get into a bathtub. If you have time, you may want to put a mattress over you for added protection from flying debris. Stay away from the window and do not go outside.
- Remain in the safe room/ in the bathtub until sirens are turned off. RA's will perform a roll call of all students and will perform room checks if students are unaccounted for.

WHAT TO DO AFTER A TORNADO

- Meet in the Student Housing parking lot in Memphis. The Resident Advisors will perform a

head count, and assess injuries and damages. • For the Chicago campus, meet in the parking lot in front of the school. • The Resident Advisors will perform a head count, and assess injuries and damages.

- Stay out of damaged buildings until they are safe. (There may be electrical dangers, fire or gas leaks.)

IN CASE OF AN EARTHQUAKE

- There is usually no warning before an earthquake. If you feel an earthquake, find a door frame and grasp the sides.
- Stay away from windows, bookcases, file cabinets, heavy mirrors or other heavy objects that could fall. Watch out for falling plaster and ceiling tiles.
- Stay under some form of cover until the shaking stops. Hold onto your cover. If your cover moves, move with it. Be prepared for aftershocks, and plan where you will take cover when they occur.

WHAT TO DO AFTER AN EARTHQUAKE

- Meet in the school parking lot.
- The Resident advisors will perform a head count, and assess injuries and damages.
- Stay out of damaged buildings until they are safe (There may be electrical dangers, fire or gas leaks).

IN CASE OF A FIRE

- A fire alarm may sound or you may see or smell smoke. Before exiting your room, carefully feel the door handle, if the handle is cool, exit your student studio room and go to the nearest staircase.
- In the event that smoke is present, stay low and move quickly through it.
- If it is hot, **DO NOT open the door**. Look to see if you can escape through a window. If not, retreat to the bathroom. Close the bathroom door, placing a wet towel at the bottom of the door. Lay down on the floor and wait for help.
- If you catch fire, STOP, DROP and ROLL.
- Call 911 when you are a safe from danger.
- Do not to go back into a burning building.
- Meet in the school parking lot.
- The Resident Advisors will perform a head count, and assess injuries and damages.

IN CASE OF AN ACTIVE SHOOTER SITUATION

- If at all possible, find the nearest exit and get out of the building immediately.
- If not possible to exit immediately, seek cover (preferably in a locking room with no windows), turn lights off and barricade the door, cover the window, staying out of sight of that window if possible.
- Contact 911 at the first safe moment available.
- After contacting 911, alert someone on the Student Life Team (the Student Life Team will then notify the VP of Students).

WHAT TO DO AFTER AN ACTIVE SHOOTER SITUATION

- Meet in the school parking lot, or zone designated the safe zone by law enforcement.
- Check in via text message with your RA (Resident Advisor)
- The Resident advisors will perform a head count, and assist with assessing injuries and damages.
- Stay out of buildings until they are deemed safe by law enforcement.

PROCEDURES FOR MISSING PERSON REPORT

If an individual believes that a member of the student community is missing, they need to immediately contact the Student Life Manager and/or the VP of Students. The Office of Students will immediately begin an investigation into the matter. If it is determined that the student is missing, then the proper authorities will be contacted to investigate the matter.

Visible Music College will notify the missing student's emergency contact no later than 24 hours after the student is determined missing.

During orientation, students are given safety tips and emergency contact numbers in case they or someone else is in danger.



STUDENT RIGHTS AND RESPONSIBILITIES

It is the student's responsibility to read and comprehend Visible Music College policies and procedures, including those in the application for admission and student handbook. Questions should be referred to the Director of Pastoral Care. Students not complying with Visible Music College policies and regulations may expect their actions to be reviewed by Visible Music College authorities, which may result in disciplinary fines and or actions, up to and including dismissal from Visible Music College without reimbursement of funds. Policy changes/additions will be communicated through the Visible Music College official newsletter, electronic or otherwise. At the time of publication, these updates will be considered part of the Student Handbook. Each student is responsible for these policy updates once published.

GRIEVANCE POLICY AND PROCEDURE

It is the policy of Visible Music College to provide an avenue to students for the resolution of a grievance or complaint when the grievance is not one which automatically requires formal action. This grievance procedure applies to all informal complaints, including discrimination and harassment. Both the complainant and responder can terminate the informal process and initiate the formal disciplinary process at any point of the grievance process. The grievance procedures are intended to encourage resolution of the student's grievance informally and at the earliest possible stage. At the same time, where such resolution is not possible, these procedures provide for a more formal review of the situation by individuals not party to the case, and a final review by the Vice President Team. In providing these procedures, it is the intention of Visible to carry them out in an equitable and timely manner. However, in extenuating circumstances, it may not be possible to adhere to established time frames, and extension of time shall not be construed as failure to follow established procedures.

The grievance procedure applies to all complaints, including discrimination and harassment. Visible may charge persons through the judicial system even when the student files a grievance under this policy

STUDENT GRIEVANCE PROCEDURE

Step 1: Complainants are not required to directly confront the person who is the source of a grievance, report, questions, before notifying any of those individuals listed in this Grievance Procedure. Nevertheless, students are required to make a reasonable effort to file their grievance in a timely manner as outlined in this policy.

Step 2: If the student is unable to clarify or resolve the matter, the student must confer with and submit a written statement of grievance to the Vice President of Students. The written statement must include the following: the name of the student, faculty member or administrator whose action gave rise to the matter; the type of grievance alleged; a statement of the injury; the type of solution sought. In the event that the grievance concerns actions taken by the Vice President of Students, the process will be conducted by

the Vice President of Business.

Step 3: The Director or VP of Students shall refer the charge to the appropriate department head or director. The department head or director shall seek to mediate the charge, and thereby affect an informal resolution of the matter. Failing resolution, after consultation with both parties, the department head or director shall make a decision concerning the charge that shall be conveyed in writing to both parties and the Vice President of Students. This phase of the grievance procedure shall be completed within (15) days of the initial written grievance.

Step 4: If the unresolved grievance concerns a faculty member or administrator, a formal complaint should be lodged with the Vice President of Business.

Step 5: The Director or VP of Students will be responsible for notifying the Vice President of Business of complaints not immediately resolved and will pursue the complaint toward a proper conclusion. A file on written complaints will be kept in the Vice President of Students' office.



INTELLECTUAL PROPERTIES

Prior to registration, all students must sign the following Blanket Release Form. The Blanket Release Form is a simple, all-purpose general release that lets Visible Music College use student compositions and works for promotional and fund-raising purposes only. It also fits in with the hands-on, practical vision of the school by introducing students to the real-world concept of intellectual property rights, written agreements, and the licensing of works.

The general spirit and intention of all Visible Music College creative interactions, unless specifically noted elsewhere, is toward student ownership of copyright to original works while Visible Music College retains gratis rights of usage for promotion and fundraising in perpetuity.

This is the first of many documents the students should become familiar with as working musicians, songwriters, technicians, and professionals. If you have any general questions regarding the form, please feel free to contact the Music Business Department or the Office of Business. You should additionally seek the advice of an attorney for any specific legal questions you may have.



STUDENT HOUSING

The housing staff serves under the Vice President of Students, and consists of the Resident Advisors (RA's) and the Housing Coordinator. Their primary task is to create a living environment conducive to successful academic, spiritual, and professional growth at Visible Music College.

****If you are a student at Visible and a partner school at the same time, the Housing policy of the school at which you house applies.***

PROCEDURES

If a student has a problem requiring assistance and has difficulty finding resolution through the Resident Advisor, the chain of command is as follows:

RA
Housing Coordinator
Director of Students
Vice President of Students
VP Team

MAINTENANCE

Please notify the Housing Coordinator via email as well as an RA during room inspection of any maintenance issues.

ROOM ASSIGNMENTS

Room assignments are made by the Housing Coordinator with the help of the Admissions Counselors and approved by the Vice President of Students. Every effort is made to assign roommates of similar interests or age, and to honor mutual roommate requests.

Room assignments are final and no student is allowed to switch rooms unless authorized by the Housing Coordinator.

ROOM INSPECTIONS

For comfort, health, and safety reasons, room inspections will be made to ensure certain residents are complying with appropriate safety, health, and housekeeping expectations. Violations of any Visible Music College policies, which are noted during these checks, will be recorded, and residents of the room held responsible. Students will be provided with a sample Room Inspection Checklist for their convenience. (See: DISCIPLINARY ACTIONS for information regarding lack of reasonable compliance.)

Food and hygienic surfaces such as, but not limited to toilets, sinks, stoves, food surfaces, and showers can be health hazards when not properly kept clean. Substandard presentation of such surfaces will result in room checks.

Additionally, rooms should be tidy and presentable. This includes, but is not limited to, laundry, dust, floor condition, and general clutter. Substandard presentation of these areas

can result in the residents of the room receiving a room check. Our approach to room inspections is built on a model that Jesus gives in Matthew 18 about confronting sin.

ROOM ENTRY

Although Visible Music College acknowledges your desire for privacy, certain occasions necessitate entering a student's room. These include room inspections, periodic maintenance checks, when an emergency exists or is believed to exist, and if there is reason to believe that the policies or standards of Visible Music College are being violated. Maintenance personnel are not authorized to search student rooms but if during the performance of their properly assigned duties, they encounter or observe evidence of activities or articles in violation of Visible Music College rules and regulations and/or Laws of the State of Tennessee, Texas, California, or Illinois they will report such evidence to Visible Music College Staff.

Except in the case of an emergency, or what is believed to be an emergency, an attempt will be made to have at least one of the residents present during the room search. Before any search, an effort will be made to notify room occupants of the reason for the search, and will be afforded an opportunity to voluntarily produce the items or materials sought. Residents who are not staff are not permitted to assist in the search of the personal goods and belongings of another. Any room searches by housing staff will be authorized by the Office of Students, unless an emergency or what is believed to be an emergency does not allow for time. Following all searches, the Housing Coordinator will file a written report which will be forwarded to the VC within 24 hours of the search.

Visible Music College is opposed to general room searches. General room searches will be permitted only in extreme situations as determined by the Office of Students. Rooms will be searched only with "cause." Occupants will be notified when there is reason to believe that established conduct, standard of health, or safety regulations are being violated.

CHECKOUT

Students must set up a checkout time with the Housing Coordinator when preparing to move out of Student Housing. The Housing Coordinator or RA will arrive at the appropriate time and go through the checkout procedure. All items belonging to the student must be removed prior to checkout, but exceptions may be made on a case-by-case scenario with the expressed permission of the Housing Coordinator.

The whole room must be thoroughly cleaned prior to check out. If the room is not clean enough, the Housing Staff have the right to detain the student until the room meets the expectations or a cleaning charge will be deducted from the student's housing deposit. Once a student has officially checked out, the responsibility of maintaining the room falls to those still residing there.

VACATING HOUSING

If a student voluntarily vacates student housing - withdraws from the college, moves off campus, or leaves for reasons determined by Housing Coordinator or VP of Students - or if a student has been expelled from the college for any reason, then he/she will have 24 hours to contact the college Housing Coordinator, check out of student housing (leaving room cleaned and in the original condition as when they moved in, and leave the premises.

HOUSING REFUND

Housing refund will be determined as per the housing contract (p45). If a student is removed from student housing due to disciplinary measures at any point in a semester, he/she will not be given a refund for housing. The student's housing deposit will be returned less any damages that are assessed by the Housing Coordinator upon checkout. Any student that moves out of student housing without properly following the checkout procedure will not be refunded the cost of their housing for that semester, or any portion of their housing deposit.

Again, as stated in the first paragraph above, if there is an outstanding balance, the housing deposit refund will be applied to that balance. This applies to every refund situation described above. Questions pertaining to these policies may be directed to the Business Office.

HOUSING POLICIES

Courtesy and thoughtfulness will go a long way in making community living a positive experience. Please make a genuine effort to cooperate with all members of the residential community, and maintain a healthy respect of each other's differences.

REQUIRED STUDENTS

On Campus Housing is required for all freshmen, first year students, sophomore and second year students, and is available for all students. Non-adherence to this policy will affect a student's scholarship eligibility, possibly resulting in loss of scholarships.

HOUSING RULES

All Visible Music College Housing rules regarding noise, common room usage, or any other amenity are to be followed. Common sense and respect for others should prevail when decisions are being made.

SAFETY

When walking to and from the school, students are expected to observe all relevant laws for pedestrians, including but not limited to the use of crosswalks and sidewalks. Visible Music College is located in an urban area, and students should exercise common sense when walking anywhere. As much as possible, walk in groups, and never walk anywhere alone at night. Do not enter the apartment of a stranger, even if they seem nice and do not invite strangers on campus or into your room.

VISITORS

In Memphis, anytime that there is someone in a student housing room other than the residence of that room there needs to be a door stop propping the door open. It does not matter the gender of the visitor. In other locations where there is a separation between common space in an apartment and a bedroom, there is to be no one other than the residences of that specific room in the bedrooms. Common spaces may allow guests until curfew. (See COMMON LIVING AREAS for more details) and (See CURFEW for more details). It is expected that the conduct with others be above reproach and reflect awareness of personal responsibility and Christian integrity, as interpreted by Visible Music College staff.

NON-STUDENT GUESTS

Residents are responsible for the behavior of their guests and any damages that may occur. Guests are responsible at all times for observing the community policies of Visible Music College, its standards of conduct, and all other student policies. Residents must accompany guests at all times.

When students have a guest, they must notify the Housing Coordinator by filling out an **On Campus Visitor Request Form** (p53) and turning it into the housing coordinator 7 days prior to the visit. A copy of that is provided in this handbook. It is the student's responsibility to initiate communication regarding the visit. If permission is not acquired by the time the visitor arrives, the visit is not permitted. As a courtesy, residents should check-in with their roommates if guests will be spending any time in the student studio. Overnight guests are not normally allowed at Student Housing. Special provisions for overnight guests may be made in special circumstances with the permission of the Housing Coordinator or the Director or VP of Students.

For security reasons, guests are absolutely not permitted in Student Housing during times when the campus is shut down, during holidays, etc.

CURFEW

In order to help equip students for the intense schedule of Visible Music College so as to maximize professional and academic student development, we have implemented a curfew for all on-campus students. The system is designed to promote community life, mental alertness required for academic excellence, general health and safety, and common courtesy.

Curfew means the student is in his/her own room.

Nights before days with scheduled classes* 1:00 am

Nights before days without scheduled classes** 2:00 am

* Developing yourself professionally by playing late gigs does not give you an excuse to skip class on Monday. We support gigging 100% and thus if you are planning on being out past curfew you must let an RA or the Housing Coordinator know for approval.

**Any night when the next week day is not a school day and there are no academic responsibilities.

VISITING HOURS

Hours when Students of the opposite gender are allowed in rooms that are not their own. You must have at least four total students in a specific student's room if there is a member of the opposite gender present.

Days with scheduled classes **9:30 am-9:00 pm**

Days without scheduled classes **11:00 am-10:00 pm**

COMMON LIVING AREAS

Common living areas or common space vary from campus to campus. In Chicago and Dallas common living space is defined as the living room or common room in each apartment. Not including the bedroom. In Memphis the common living space is defined as the community space located on the first floor, outside the elevators on floors two through four, AND inside a student studio as long as it is during Visitor Hours and following the visitor procedures included in this Housing section.

OVERNIGHT ABSENCES FROM VISIBLE HOUSING

Students who wish to leave Visible Music College housing overnight for one or both nights of the weekend do not need permission, however they must complete an **Off Campus out of Housing Form** (p54). A copy of this is attached to this handbook and copies will be made available to you. Please fill it out and return it to the housing coordinator no less than 48 hours prior to staying off campus.

Students are NOT allowed to stay outside of Visible Music College housing overnight during the week, but special permission may be given by the Housing Coordinator to do so in the case of an emergency or other occasions at the discretion of the housing coordinator. Students are not permitted to spend the night in a room other than their own unless special permission from the Housing Coordinator is granted and all other parties involved.

CURFEW EXTENSION

For special events (left at the discretion of the housing coordinator), curfew extensions will be permitted on weekends as long as there is 24 hour notice. Curfew extensions will be permitted on weekdays on the condition that you are in good standing with attendance and grades.

NOISE CURFEW

This is a **city-wide** policy that begins at 10:30pm EVERY evening and ends at 8:00am each morning. No musical practice, disturbances, etc. can occur during this time. During Noise Curfew, noise in student housing should be limited to a level which does not disturb

attempts to study or sleep.

Visible Music College utilizes apartment buildings that house people other than Visible Music College Students. We have strict rules regarding noise complaints, and in an effort to maintain an upstanding witness to our partners and their residents there are additional expectations for those living in Student Housing: no noise should ever be made inside an apartment that can be heard outside the apartment.

To help facilitate this standard, the following standards should be met:

- No amplifiers of any kind (Bass, keys, guitar, etc.) should be used.
- No drum kits should be used.
- Practice pads are permitted before noise curfew.
- Vocal practicing is permitted before noise curfew.
- Electric instruments played through headphones are permitted before noise curfew.
- Acoustic guitars played quietly are permitted before noise curfew.

RENTER'S INSURANCE

It is the responsibility of the student to secure renter's insurance for personal property. Visible Music College is not responsible for lost, stolen, or damaged articles. This includes any items in rooms and vehicles. If you need assistance with renters insurance, please contact the VP of Students.

TRASH REMOVAL

Trash must be delivered in closed bags to the dumpster. When using the trash receptacles, be sure to close all gates, lids, etc. when finished disposing of trash. At no time are trash and/or personal items allowed to be in the hallway, breezeway, or stairwell. If trash is found outside of your apartment/student studio, you will be given a warning on first offense and then charged a trash removal fee of \$25 if removed by the custodial team.

WATER HEATER POLICY (MEMPHIS)

Nothing is to be stored beyond the curtain, around, on top, or next to the water heater. All water heaters are set at a certain level and this will be monitored. No one is to adjust this under any circumstances.

USAGE OF THERMOSTAT

Thermostats are to be set at a reasonable temperature. (we recommend 73 in summer and 76 in winter). Under no circumstances should the grate or access panel be removed.

UTILITIES

When a utility bill is in excess of \$50 per person, the overage will become the responsibility of the students residing in the room with the high bill.

INTERIOR ALTERATIONS

Painting and/or wallpapering the rooms are not permitted. No pins, tacks, or nails of any kind are allowed in the walls or ceilings. The room must be restored to its original condition at the time of checkout. This includes covering holes, repairing damage to walls, and cleaning. This may include paying extra money for repairs.

DAMAGES

All on-campus students are required to pay a \$300 refundable deposit. Students are responsible for the condition of their rooms and furnishings. When damages occur to the room or its furnishings, the housing deposit will be used to cover the cost of repairs. Any damages that happen as a result of abuse, carelessness, negligence, or horseplay will be the responsibility of those involved. If the responsible party in the room does not take ownership, all occupants will be responsible. Residents are responsible for their guests and will incur the charge for damages caused by guests. Report all damages to the Housing Coordinator via email as well as to an RA during room check.

FURNITURE

Visible Music College owned furniture may not be moved in or out of rooms without permission from the Housing Coordinator. This includes exchanging furniture with another room or moving it into storage.

PETS

No pets of any kind are allowed in Student Housing. Anyone found to have a pet will be subject to disciplinary action.

ROOM CARE

It is expected that trash removal and regular cleaning be common practice. To avoid being assessed damages later; please keep all bleach and detergents in the kitchen or bathroom. Be careful with nail polish remover and do not iron on the countertops or the carpet. RAs will perform a weekly room check.

FACILITY EMERGENCY

If there are any facilities emergencies such as plumbing or any issue that is outside the control of the RAs, please call the Housing Coordinator immediately.

ROOMMATE GRIEVANCE

If you have a complaint against another student about a cleanliness issue, you should first confront that brother/sister in love. If you voice your complaint and the offending student resolves the issue then you have "gained your brother/sister."

If you confront the offending student, and he/she does nothing to resolve the issue, then you should go to an RA. If you voice a complaint about another student to an RA, the RA will ask you if you went first to your roommate. If you have not gone to your roommate for whatever reason, the RA will instruct you to go first to your brother/sister to resolve the issue.

If you have gone to your roommate first, and he/she has not changed the behavior and/or resolved the health issue, then the RA will accompany the student to the room and confront the student about the problem, completing an official room inspection to assess the situation.

If the RA deems the issue to be a health or safety issue that is indeed in violation of Student Housing rules, then the RA will take time to understand the reason behind the violation, informing the student that he/she needs to clean or resolve the issue within 24 hours. Also, the RA will warn the student that if the issue is not resolved, the student will receive 2 sanction hours. The RA will return the very next day to do a second room inspection.

If the student has not resolved the issue after 24 hours, then the RA will immediately dispense and document the sanction hours. The student will be responsible for completing the sanction hours under the supervision of the RA and will receive 2 hours every day until the issue is resolved.

If the student resolves the issue, the RA may inform the student that he/she will be receiving personal room inspections for the remainder of the semester. If the student still refuses to resolve the issue, then the RA will bring the housing coordinator together with the accusing student to confront the offending student. If, at that point, the offending student refuses to resolve the issue, then the Housing coordinator has the responsibility of reporting the issue to the Director or VP of Students to recommend expulsion from Student Housing. If at any time an RA observes a room or has any reason to suspect a health violation, he/she may do a room inspection informing you of the time and reason of the upcoming inspection.

If at any time an RA has reason to believe you have contraband in the room violating Visible code of conduct, the RA will confront you. If you deny it but there is still reason for the RA to suspect, the RA will contact the housing coordinator who will also confront you. If you still deny it and there is reason to suspect, the Housing Coordinator will involve the VP of Students who will perform a room check in your presence.

HOUSING DISCIPLINE

Discipline is based on a three-infraction tier.

- Infraction 1: 2 sanctions hours will be assigned.
- Infraction 2: The student must appear in a mandatory meeting with the pastoral care team.
- Third infraction can result in expulsion upon review by the Director of Students. Any further infractions will result in expulsion.



STUDENT HOUSING AGREEMENT

I. INTRODUCTION

The purpose of this Contract is to set forth the terms and conditions of occupancy in Visible Music College student housing. By signing this Contract, the undersigned student agrees to abide by all the terms and conditions of this Contract, as well as the 2018- 2019 Academic Catalog and Student Handbook, including the Community Living Rules set forth therein, the Visible Values, and all other Visible Music College rules and regulations governing the conduct of students which are now in effect or which may be adopted and published at a later date. Residing in Visible Music College student housing is considered a fundamental part of the student's education. Therefore, all first-year students, freshmen, second years, and sophomores are required to live in Visible Music College student housing unless there is no available space or the student is removed from Visible Music College student housing pursuant to this Housing Contract or the Student Handbook. If a student requires an exemption from this requirement, the student must submit a written request to the Housing Coordinator. Exemption from this requirement may or may not be approved by the Housing Coordinator and/or the V.P. of Students in its sole discretion.

II. DUE DATE/ HOUSING CHARGES/ SECURITY DEPOSIT

Signed Contracts, accompanied with the security deposit referenced below, must be submitted to the Business Office of Visible Music College directed to the attention of the Housing Coordinator on or before 90 days prior to Move In Day in order to reserve space within Visible Music College student housing. Priority for space and roommate choice will be given to the earliest submitted Contracts accompanied with the security deposit. Visible Music College student housing is limited, and students submitting their Contract after the due date are not guaranteed space within Visible Music College student housing. All students under 18 years of age shall have this Contract signed by a parent, legal guardian or other adult who shall be responsible for paying the charges due under this Contract ("guarantor"). By signing this Contract, the student or undersigned guarantor agrees to pay a Housing Charge of \$3,000.00 per semester and to pay all other charges and charges due or arising under this Contract. The Housing Charge for the first semester shall be paid in full prior to check-in at Visible Music College unless other payment arrangements are made with the Business Office prior to check-in. The Housing Charge for the second semester shall be due and paid on or before January 1st, 2019 unless other payment arrangements are made with the Business Office prior to January 1st, 2019.

A \$300.00 security deposit must accompany the signed Contract in order to reserve space in Visible Music College student housing. The security deposit is not part of the Housing Charge, and will be applied as provided under the terms of this Contract and the Student Handbook. If the security deposit is not received within 21 days of Visible Music College's receipt of the signed Contract, Visible Music College may, but shall not be obligated to, terminate this Contract.

III. OCCUPANCY

Occupancy for students is limited to students enrolled in Visible Music College. This Contract is for the occupancy and use of specific space assigned to the student within Visible Music College student housing. It is not a lease for a specific apartment, building or room. The student will not be allowed to occupy the assigned space until all Housing Charges due and the security deposit are paid in full. No credit will be given to the student for any period of time the student cannot occupy the assigned space due to failure to pay charges or during any time the student fails to occupy the assigned space, except in the case of an authorized termination of this Contract as provided in Article V below. If the student fails to occupy the space by the first day of classes, without notifying Visible Music College of the student's intent to occupy the space at a later date, Visible Music College shall not be obligated to hold the assigned room for such student, but the student and the undersigned shall continue to be obligated for payment of the Housing Charge and all other charges arising hereunder. If the student loses his/her assigned room as a result of his/her failure to occupy it by the first day of classes, Visible Music College will make reasonable efforts to provide alternative accommodations for the student in its student housing but it will not be responsible to the student for any damages or losses if it is unable to do so.

This Contract may not be transferred, assigned or sublet by the student. All student housing is designed where each student will have an assigned roommate. While every effort will be made to comply with a student's preferences, full power is reserved by Visible Music College to make assignments and reassignments of space. Students are not allowed to switch rooms or allow persons other than their assigned roommates to occupy the assigned space unless authorized by the Housing Coordinator. If one or more vacancies occur in multiple occupancy rooms, the remaining student(s) agree to accept other roommates, as assigned, or move to another room if requested. Visible Music College reserves the right to consolidate vacancies. A student may request a single occupancy room by submitting a written request to the Housing Coordinator. The request may or may not be granted at the discretion of the Housing Coordinator and/or the V.P. of Students. The cost of a single occupancy room is typically double the cost of a double occupancy room. It is the policy of Visible Music College to assign roommates without regard to race or nationality.

IV. TERM OF OCCUPANCY

This Contract is for both semesters of the 2021-2022 academic year. Move in and move out dates are as published in the 2021-2022 Academic Calendar. Any Contract entered into with students entering Visible Music College after the beginning of the academic year will be for the remainder of that academic year.

V. TERMINATION OF CONTRACT

A. By the Student:

1. General Provisions: Any students required to live in Visible Music College student housing are not permitted to terminate this Contract except as provided in sub- paragraphs 4 and 5 below. All termination notices must be in writing and delivered to the Business Office of Visible Music College directed to the attention of the Housing Coordinator.
2. Students Entering Fall Semester: This Contract may be terminated without penalty if written notice of termination is received by Visible Music College on or before July 1st, 2021. The student will be charged a termination charge of \$300 if this Contract is terminated after July 1st, 2018, but before classes begin for the Fall Semester.
3. Students Entering Spring Semester, Having Not Been in Student Housing During the Fall Semester:

This Contract may be terminated without penalty if written notice of termination is received by Visible Music College on or before December 1st, 2018. The student will be charged a termination charge of \$300 if this Contract is terminated after December 1st, 2021, but before classes begin for the Spring Semester.

4. Withdrawal from Enrollment: If the student fails to enroll after signing this Contract, or withdraws from enrollment at any time during the term of this Contract after the student has registered and paid charges, this Contract will be terminated.

a) In the case of a student who fails to enroll or register for classes after signing this Contract, the student will be charged a termination charge of \$300, shall be entitled to a refund of Housing Charges previously paid by the student, and the student's security deposit will be returned less any damages or debits for outstanding charges as provided in Article VI of this Contract

b) If a student gives written notice to Visible Music College prior at any time before withdrawing that they will be withdrawing from Visible Music College after classes begin and prior to the first day of Fall break for the Fall semester, the student will be charged a termination charge of \$500. The Housing Charges previously paid by the student will be refunded on a pro-rata basis as determined by the Business Office, the student will not be obligated to pay Housing Charges for the spring semester, and the student's security deposit will be returned less any damages or debits for outstanding charges as provided in Article VI of this Contract.

c) If a student gives written notice to Visible Music College at any time before withdrawing that they will be withdrawing from Visible Music College after classes begin and prior to the first day of Spring break for the Spring semester, the student will be charged a termination charge of \$300. The Housing Charges previously paid by the student for the Spring semester will be refunded on a pro-rata basis as determined by the Business Office, and the student's security deposit will be returned less any damages or debits for outstanding charges as provided in Article VI of this Contract.

d) If a student gives written notice to Visible Music College at any time before withdrawing that they will be withdrawing from Visible Music College on or after the first day of Fall break for the Fall semester, or on or after the first day of spring break for the spring semester, the student will be charged a termination charge of \$500 if terminated in the Fall semester, and \$300 if terminated in the spring semester, and he/she will not receive a refund of any portion of the Housing Charges for that semester. However, the student's security deposit will be returned less any damages or debits for outstanding charges as provided in Article VI of this Contract. A student withdrawing in the Fall semester shall be entitled to a refund of Housing Charges previously paid by the student for the spring semester.

e) If, at the end of the Fall semester, a student is scholastically ineligible to enroll for Spring semester or graduates from Visible Music College, the student does not have to pay any termination charges. Any Housing Charges previously paid by the student for the Spring semester will be refunded to the student, the student will not be obligated to pay for Spring semester Housing Charges, and the student's security deposit will be returned less any damages or debits for outstanding charges as provided in Article VI of this Contract.

f) Upon withdrawal, the student shall have 72 hours from the effective date of withdrawal to check out of student housing in accordance with the check-out procedures set forth in Article VI, and leave the premises.

5. Marriage and Military Service: The student may terminate this Contract in the event that the student marries during the term of this Contract, upon providing proof of marriage to the Housing Coordinator; provided, however, this Contract may not be terminated if the student's spouse is another student residing in student housing, and Visible Music College is able to provide the student and his/her spouse with reasonably comparable alternative accommodations. If the student is permitted to terminate on the basis of marriage, the student will be charged a termination charge of \$300. The student may terminate without penalty if the student is drafted into the U.S. Armed Services during the term of this Contract, or if the student is a member of the U.S. Armed Services or Reserves and is called to active duty for more than 60 days or receives orders for a permanent change of station. In the event of termination due to marriage or military service as provided herein, Housing Charges previously paid by the student will be refunded on a pro-rata basis as determined by the Business Office, and the student's security deposit will be returned less any damages or debits for outstanding charges as provided in Article VI of this Contract.

B. By Visible Music College:

1. Destruction or Unavailability of Space: In the event that (a) the Visible Music College student housing building or the space assigned to the student is damaged or destroyed by fire or other casualty, such that it cannot be reasonably occupied, or (b) the student's

assigned space is unavailable, and (c) Visible Music College does not provide reasonably comparable alternative accommodations, this Contract shall terminate. In such event, all Housing Charges previously paid by the student shall be refunded on a pro-rata basis for the period during which accommodations are not available to the student. The student's security deposit will be returned less any damages or debits for outstanding charges as provided in Article VI of this Contract.

2. Violation of Contract or Policies: Visible Music College may terminate this Contract or the student's right of occupancy at any time if the student (a) violates the terms of this Contract, (b) violates the policies set forth in the 2018-2019 Academic Catalog and Student Handbook, including the Community Living Rules set forth therein, the Visible Values, or any other Visible Music College rules and regulations governing the conduct of students (available at visible.edu), (c) abandons the assigned space as reasonably determined by the Housing Coordinator, or (d) Falls behind on any payment arrangement made with the Business Office. In the event Visible Music College terminates this Contract pursuant to this paragraph, Visible Music College shall give the student at least 48 hours' notice to vacate the student housing unless Visible Music College determines that the student poses a danger to other persons or property, in which case Visible Music College may evict the student immediately. If Visible Music College terminates this Contract or the student's right of occupancy pursuant to the paragraph, the student shall continue to be liable for all Housing Charges and other obligations under this Contract.

Visible Music College reserves the right to change or amend any of its rules, regulations or policies in its discretion where it determines such change or amendment to be in the best interest of its students provided any such change or amendment shall apply to all students. Any such changes or amendments shall be communicated or made available to the students and shall be a part of this Contract. In the event Visible Music College terminates this Contract pursuant to this paragraph V(B)(2), the student shall not be entitled to a refund of any portion of the Housing Charges, but shall receive a refund of the student's security deposit less any damages or debits for outstanding charges as provided in Article VI of this Contract.

3. Unforeseen Circumstances: Visible Music College may terminate this Contract, or provide alternative accommodations, at the request of a student due to unforeseen circumstances such as an illness, medical condition or other personal or family matter. Any refund of Housing Charges shall be at the discretion of the Housing Coordinator based on the circumstances and timing of the request. If this Contract is terminated, the student shall be entitled to a refund of the student's security deposit less any damages or debits for outstanding charges as provided in Article VI of this Contract.

VI. CHECKOUT PROCEDURE/ SECURITY DEPOSIT

The student must vacate by 4:00 p.m. on the last day of the Contract term. A student withdrawing from Visible Music College prior to the end of a semester or terminating this Contract on the basis of marriage, military service, graduation or unforeseen circumstances, as provided in Article V(A)(5) and (6) and Article V(B)(3) above, must vacate his/her room within 72 hours after such withdrawal or termination. A student evicted from student housing pursuant to Article V(B)(2) must vacate his/her room within 48 hours of dismissal unless otherwise required to vacate immediately as provided therein. At least 48 hours prior to vacating the premises, the student shall contact the Housing Coordinator to schedule an inspection of the assigned space. The student shall remove all of the student's personal items prior to the check-out inspection unless an exception is granted by the Housing Coordinator. The assigned space must be thoroughly cleaned prior to the check-out inspection. At the appointed time, the Housing Coordinator, or an RA, along with the student, will inspect the student's assigned space for damages and cleanliness. The RA has no authority to bind or limit Visible Music College regarding deductions for repairs, damages, or charges. Any statements or estimates by Visible Music College or our representative are subject to correction, modification, or disapproval before final accounting or refunding.

The Business Office shall within 30 days after the inspection provide the student with a statement of any necessary repairs or work, as well as the cost of any necessary additional cleaning that may be required. At check-out, the student shall return all keys and security

cards of that student to the Housing Coordinator or RA and provide a forwarding address. Visible Music College shall deduct from the student's security deposit sums sufficient to compensate Visible Music College for the following items: (A) any damages to the student's assigned space, excluding normal wear and tear, (B) any damages to the student's assigned space due to negligence, carelessness, accident or abuse, (C) the cost of any additional cleaning which may be required, and (D) any unpaid charge or other charges due to Visible Music College, including but not limited to tuition charges, Housing Charges, computer charges, termination charges, unpaid damage claims, pet fines, key replacement charges, charges for removing and/or storing abandoned property or automobiles, unpaid utility charges, and actual damages and expenses, including attorney charges, resulting from the student's breach of this Contract. After deducting these items, the balance of the security deposit, if any, shall be refunded to the student within thirty (30) days after the student vacates the assigned space, provided that the student has followed the checkout procedure. Any amount that exceeds the security deposit shall be billed to the student.

Unless the Housing Coordinator or RA can reasonably determine to his/her satisfaction that a particular occupant of the assigned space is responsible for causing any particular item of damage to the space, all occupants of the assigned space will be jointly and severally liable for the cost of repairing such damage. In such case, the Housing Coordinator will charge the cost of repairing such damage equally against all of the occupants' security deposits, but each of the occupants shall remain jointly and severally liable for the damage to the extent the security deposits of the occupants are not sufficient to cover the damage. The student shall not be responsible for any damage to the assigned space caused by the negligence of Visible Music College or its contractors or agents, or caused by acts of God.

Student is not permitted to store any personal property on the premises beyond the term of this Contract unless alternate arrangements for storage have been made with the Housing Coordinator at or prior to check-out. Student agrees that, unless student has specifically arranged for and been authorized to store certain items of personal property, any personal property of the student left in the assigned space after student has checked out and vacated the assigned space shall be considered abandoned by the student, and Visible Music College may retain or dispose of such property in its discretion, including throwing it away or giving the property to a charitable organization. The student agrees that he/she will not have any claim against Visible Music College for any such abandoned personal property.

If the student fails to comply with the check-out procedures, as set forth above, the student will forfeit his/her security deposit; and any pro-rata refund of Housing Charges which the student might otherwise be entitled to receive may be forfeited or may be paid in the discretion of the Housing Coordinator after considering the circumstances of the student's failure to comply, and after considering the student's reasons for vacating the premises and the timing of same.

VII. GENERAL PROVISIONS

A. Utilities.

Visible Music College shall provide utilities (electric, water, gas, if applicable, and wireless internet service) for the assigned space in an amount up to \$50 per person, per month, which costs are included in the Housing Charge. In the event utility costs exceed \$50 per person, per month, Visible Music College reserves the right to pass on the excess utility costs to all of its occupants on a pro-rata basis. In such an event, each student shall reimburse Visible Music College his or her pro-rata share for the excess cost of utilities, not to exceed \$50 per person, per month, within 10 days after receipt of an invoice for such excess utility costs from Visible Music College. The student will be responsible for any damage or expense resulting from stoppages caused by improper objects in plumbing lines exclusively serving the student's assigned space. Visible Music College may cause utilities to be temporarily interrupted as necessary to avoid property damage or to conduct repairs or perform work on the property.

B. Care of Room and Furnishings/ Right of Inspection.

1. The student shall be responsible for maintaining the assigned space in a neat and orderly condition at all times and for correcting any abuse called to the student's attention by Visible Music College

representatives. The student shall be responsible for all damage to Visible Music College property in the student's assigned space during the term of occupancy as well as any damage done to the assigned space itself. Each occupant of the space assigned to the student is jointly and severally liable for any loss or damage to Visible Music College property or to the room caused by the student, other occupants, or the student's or other occupants' guests or invitees, unless such damage is caused by the negligence of Visible Music College or its contractors or agents, or caused by acts of God.

2. No grills or fire pits are permitted on the balconies. Care should be taken not to overload the balcony with too many people. No kerosene lamps, gas appliances, or hazardous substances are permitted in the rooms.

3. Authorized representatives of Visible Music College shall have the right to enter any space at any time for the purpose of housekeeping and inspections. Visible Music College shall also have the right to enter any space at any time if Visible Music College has a good faith basis to believe that this Contract or any policy is being violated.

C. Keys and ID Cards.

Access to the student housing building requires the use of Student ID Access Cards and/or keys. Students are responsible for their door keys and ID cards. Students are responsible for replacing lost, stolen or damaged keys or cards. The price of a key or card is \$25.

D. Loss.

The student shall be solely responsible for his/her personal property. Visible Music College accepts no responsibility and shall not be liable for theft, damage, or other loss of money, valuables or personal effects of the student regardless of the causation of the loss. Visible Music College shall not be liable to the student or any guest or occupant for personal injury or loss of property from any cause including fire, smoke, flood, water leaks, interruption in utilities, pipe leaks, weather related damage, theft, vandalism, or negligent or intentional acts of the student, other occupants, guests, or other persons. Insurance maintained by Visible Music College does not cover the student's personal property, and the student is urged to purchase his/her own insurance policy for any valuable personal items.

E. Use of Property.

The student rooms and the furnishings provided therein are to be used in the manner for which they are intended. No Visible Music College property, including room and common area furnishings, may be moved within the building or taken from the room without the permission of Visible Music College housing officials.

F.Pets. No pets of any kind are permitted, even temporarily, in Visible Music College Housing. If the student requires the use of a service animal, this must be disclosed during the acceptance process and the student will have proof and will have registered that animal with the Housing Coordinator before move in. A fine in the amount of \$100 per animal, and \$5 per animal per day from the day the animal is brought into the student's assigned space until it is removed, will be imposed against any student who is found to have a pet.

G. Interior Alterations and Repairs.

Painting and/or wallpapering the rooms are not permitted. No pins, tacks, nails or stickers of any kind are allowed on the walls or ceilings. The student is not allowed to make repairs, make changes to electrical or other wiring, install carpeting other than area rugs, change locks or alter security systems, or otherwise alter the property or any systems on the property. The room must be restored to its original condition at the time of checkout. Except in the case of an emergency, all requests for repairs should be submitted in writing to the Housing Coordinator. Student must promptly notify the Housing Coordinator, RA, or Business Office of any water leaks, malfunctioning utilities, mold, electrical problems, broken or missing locks, or any other conditions that pose a hazard to property, health or safety.

H. Parking.

There is no guaranteed available parking associated with the Visible Music College student housing building, and parking costs are not included in Housing Charges. However, there are a number of available parking options in the vicinity. Student may contact the Housing

Coordinator to determine available parking options. Student shall be responsible for making his/her own parking arrangements and for all expenses of parking. Visible Music College may regulate the time, manner and place of parking all cars, trucks, bicycles, motorcycles and other vehicles. No boats, trailers, or recreational vehicles are permitted in the Visible Music College parking areas. Visible Music College may tow or boot any vehicle parked in violation of Visible Music College policies, or any unauthorized or illegally parked vehicle, at the owner's or operator's expense. Any parking is not included in the Housing Charges.

I. Indemnity.

The student and/or the undersigned guarantor agree to indemnify and hold Visible Music College and its employees, officers, directors and trustees harmless from any and all loss, damage, injury, liability and expense arising out of the student's conduct, or that of the student's invitees and guests.

J. Collection.

If it becomes necessary for Visible Music College to collect any charges or other amounts owing under this Contract or to enforce the terms of this Contract, the student and undersigned guarantor shall be responsible for all of Visible Music College's costs of collection or enforcement, including reasonable attorneys' charges and Expenses.

K. Governing Law. This Contract is entered into, and shall be construed in accordance with the laws of, the State of Tennessee, excluding, however, the conflict of law and choice of law provisions thereof.

L. Jurisdiction and Venue. Any action or proceeding seeking to enforce any provision of this Contract shall be brought in the courts of the State of Tennessee sitting in Shelby County, and each of the parties consents to the jurisdiction of such courts in any such action or proceeding and waives any objection to venue. Each party consents to the removal to such courts of any action or proceeding commenced in a different jurisdiction.

M. Waiver of Jury Trial. To the extent permitted by law, each party waives any right to a trial by jury in any action arising from or related to this Contract.

THIS HOUSING CONTRACT IS A LEGAL DOCUMENT AND SHALL BE BINDING UPON AND ENFORCEABLE AGAINST STUDENT AND ANY GUARANTOR IN ACCORDANCE WITH ITS TERMS AND CONDITIONS.



COMMUNITY SCHOLARSHIP

Visible Music College offers a number of community scholarships each year. These are for full time students in housing in recognition of their involvement in the community.

QUALIFICATIONS

- Applicant must be a full- time Visible Music College student (taking 12 or more credit hours per semester)
- Applicant must adhere to Visible Values as defined in the Student Handbook.
- Applicant must maintain a cumulative 2.5 GPA or above
- Maintain a passing grade for Worship & Accountability
- Participate in Student Life (including Winter Retreat and Oktoberfest)
 - This means that they are to show up to Orientation Events including House System and SGA Activities that are listed as required.
 - Must be at all scheduled RA Hall Meetings and Residential Meetings.
- Applicant must be living in student housing
- Applicant must complete Housing Chores during their scheduled week(s)



ON CAMPUS VISITOR REQUEST

If you would like a friend or relative to stay with you in Student Housing you must first check with your roommate and then if approved by them fill out this form. Note there will only be guys staying in guys apartments and girls staying in girls apartments. If you have a friend of the opposite gender they can not stay in your room and will have to seek accommodations elsewhere.

Student Name:

Dates you will have a visitor on campus:

Name of Visitor :

Reason for their stay (please explain)

In case of any immediate emergency at the school we will need to reach you in a timely manner so please provide the following information.

Your contact information (cell phone number):

Visitor Contact (phone number):

FOR OFFICE USE ONLY

Approved by Housing official:



OFF CAMPUS OUT OF ROOM FORM

If you want to stay off campus at any point during the school year, you must fill this form out 24 hours ahead of time for permission from the housing coordinator.

Student Name:

Dates you will be off campus:

Where you are staying (please provide a brief reasoning and address):

In case of any immediate emergency at the school we will need to reach you in a timely manner so please provide the following information.

Your contact information (cell phone number):

Name and contact for whom you will be staying with (name):

Contact (phone number):

FOR OFFICE USE ONLY

Approved by Housing official: