“If you are who you should be, you will set the world on fire.”
~ Saint Catherine of Siena
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Letter from the Director

Dear Aquinas Student,

In 2013, Aquinas College began investigating the possibility of a AquinasAbroad Program in Bracciano, Italy. By an outpouring of God’s grace, the Dominican Sisters of St. Cecilia acquired a group of buildings on a 5-acre piece of property in the picturesque and medieval town of Bracciano, Italy, about 20 miles northwest of Rome, for the purposes of promoting the New Evangelization and a AquinasAbroad program for Aquinas College. Before renovations, a pilot group of 12 Aquinas students came in May 2014 to begin the experience of an Aquinas AquinasAbroad Program and to help with work and research at the Villaggio Betania. Their experience of a grace-filled time of working and traveling, especially being in Rome and seeing the Holy Father, confirmed the belief that a AquinasAbroad program would provide an invaluable experience for the intellectual, spiritual, and cultural development of Aquinas students, and in this way be a leaven for the whole Church and all of society.

Now in Fall of 2015, the Villaggio is ready for occupancy. Students who come to Bracciano will have the opportunity to grow in their life of faith and prayer, as well as taste the experience of living in a country which is rich in culture, art, and history, not to mention cuisine. Their studies are carefully chosen to maximize the cultural and spiritual heritage of Italy; Italian language, a Fine Arts elective, various courses in History, Philosophy, and Moral Theology. Building on the values of Aquinas College’s Residential Life Program, such as a deep sense of community, academic excellence, emphasis on healthy friendships, and a balanced approach to living a virtuous and happy life, the AquinasAbroad Program offers Aquinas students a unique opportunity - to integrate study with a life of faith and virtue, to experience the richness of a culture imbued with Faith, to strengthen the bonds of friendship already begun, to have the contemplative atmosphere of a campus on a beautiful villa in a picturesque town while living close to Rome, to have the opportunity to travel to world famous and inspiring cities in Europe, where one can follow in the footsteps of so many Saints, and to experience the Dominican ideal of giving to others the fruits of one’s contemplation, study, and experiences. The AquinasAbroad Program seeks to provide each student with these tools for living a life close to the Lord, serving Him, and serving each other with love and joy.

It is hoped that the gift of studying abroad will be a treasured time for each student, a time that the Lord uses to strengthen His own relationship with each student, a time that will influence each one for the rest of his or her life. May it be so.

Sincerely in Christ,

Sister Mary Angelica, O.P.

Sister Mary Angelica, O.P.
Director of the AquinasAbroad Program
Bracciano Campus, Italy
Introduction

AquinasAbroad and the New Evangelization

The AquinasAbroad Program seeks to provide students with the tools, the resources, and the guidance to live a life full of the joy of the Lord while continuing their studies for their respective degrees at Aquinas College. As the Aquinas College Residential Life motto states, “The one who has hope lives differently.”

Nothing can replace the peace and love that comes from living the truth in love with the Lord Jesus. The AquinasAbroad Program provides the atmosphere, study, and travel that promote this fundamental relationship in order that each student may contribute in his or her own unique way to the Church’s call for the New Evangelization. Following St. Thomas Aquinas’ famous maxim, “Action follows being,” Aquinas College students will have the opportunity to BE, to absorb, to taste life in Italy while they study. The natural consequence of receiving such richness and beauty is to give, according to the measure that one has received, and in the way in which the Lord has planned. Each student will receive preparation, and even practice, for the New Evangelization simply by being on campus, in Bracciano, on the trains, on the subways, in museums and churches, at cultural events, and at papal audiences and Masses. The results of the witness of their joy and faith has already proven that the Lord wants to work through them and has already begun working in and through them, individually and as a group, in Italy. The participation of Aquinas College students in the New Evangelization need not wait for the students to return to the United States. It has already begun.

Mission and Core Values

The AquinasAbroad Program in Bracciano incorporates the Aquinas College Residential Life core values and brings them to a deeper level. By its nature, the experience of residential life at the Villaggio Betania will provide the opportunity for life-long friendships, dedicated service, a unique combination of leisure and study, and the treasures of being close to the heart of the Catholic faith. The soil itself sings of the faith of the martyrs, calling each one to the courage of the martyrs. The beauty of the landscape touches the soul with messages from the Divine Artist. The ancient monuments provide a concrete link to the past and a deeper understanding of the connection between the past and the present, the communion of saints, and the eternity of God Himself. The students will see great examples of those who learned that it is better to illumine than to shine, from the tombs of Saints Peter and Paul, to modern day saints like Pope Saint John Paul II, to the artistic masterpieces of Michelangelo and Raphael. Aquinas College’s mission of providing students with the opportunity of scholarship, community prayer, and friendship based on truth is enhanced and solidified by the richness of the Arts, History, Faith, and culture found in the AquinasAbroad experience.

Daily life at the Villaggio Betania, with its simplicity and beauty, is conducive to a contemplative and faith-filled life of study and friendship. Students will contribute to the upkeep of the living quarters and grounds, and share in the riches of the Lake Bracciano area. Learning their way around Rome, seeing the Holy Father, and traveling to Italian cities are experiences that provide a chance for faith to mature, true and responsible freedom to develop, and a cultural appreciation to enrich the students for their entire life.

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2 Cf. Ephesians 4:15
3 Aquinas, Thomas, *Summa Theologiae* (Texas: Christian Classics, 1985), I, q.75, a.3 c.
4 ST, II-II, q.188, a.6.
Having received these invaluable gifts from the Lord’s goodness, there is great hope that they will return with zeal and charity for serving the Lord in the United States in whatever way He wishes. A life lived with hope, love, and faith is an irresistible testimony to the beauty of the Truth and Love that is God Himself.

**AQUINASABROAD PROGRAM GENERAL INFORMATION**

Although the *AquinasAbroad* Program offers four courses in a condensed time period (88 calendar days), the number of required instruction hours is equal to the regular semester hours. This allows for, and in fact demands, flexibility and creativity on the part of the instructor and each student. While upholding the high academic standard of Aquinas College, the *AquinasAbroad* program enhances learning with life experience in a creative and cultural atmosphere. All academic policies of Aquinas College apply also for the Bracciano campus.

Accommodations are provided by the Dominican Sisters of St. Cecilia, who own the property of Villaggio Betania. Four houses serve as housing for students and faculty, with single, double, triple, and quadruple rooms available, and separate apartments for professors and their families. A student recreation room, two classrooms and office area will have internet service and library materials. Students will have access to the Nashville campus online library services. Meals will be cooked by the Villaggio staff, and the students will help to serve one another and clean up after themselves in a large dining room. The chapel and the grounds, about five acres, will be open for students’ use as well as for the Sisters.

The *AquinasAbroad* Program offers Aquinas students the opportunity to learn and practice the Italian language, to understand Rome and its significance, to visit places special to St. Thomas Aquinas, such as his birthplace, Roccasecca, and the city where he himself was a University student, Naples. Students will have the opportunity to experience cultural events, such as opera, ballet, cooking classes, or sporting events. Papal events will be included each semester with a Papal Audience in St. Peter’s Square, the opportunity for papal Masses, the Sunday Angelus, beatification ceremonies, canonization ceremonies, and other times of prayer with the Pope.

Traveling to Rome and to other Italian and European cities will be part of the academic program, with time allowed for independent travel. Students will learn how to use the Italian train and bus systems, and will normally travel in groups of at least three or four people. To ensure that each student maximizes the potential for the rich experience of studying abroad, certain policies will apply, which are not part of the policies on the Nashville campus. For example, fire safety laws in Italy differ substantially from fire safety codes in the United States, and the policies of the Villaggio Betania will reflect this. This handbook is designed to welcome the new student to the *AquinasAbroad* Program, with a list of important details and legal information which require a signature at the end, a copy of which will be turned in to the Coordinator of the *AquinasAbroad* Program. Other details, such as packing tips, passport information, orientation programs for preparation and returning, etc. are found in the Helpful Hints section of the Handbook Supplement. The student should understand that his or her signature makes these documents legal.

The *AquinasAbroad* Program is designed for the traditional full-time undergraduate student who is able to live and learn in a close community life away from their own culture. It is not suited for students who are
married, have dependent family members or for students who are accustomed to living as independent adults. Therefore, student applications and records are evaluated for the health and maturity necessary to live in close community with other students, the ability to fulfill the demanding schedule and to withstand the rigors of walking and travelling throughout the semester. Participation in AquinasAbroad is a privilege, not a right, and students are accepted at the discretion of the College.

AQUINASABROAD PROGRAM POLICIES

ACADEMIC POLICIES

All academic policies followed by Aquinas College campus in Nashville apply in Italy.

Although the AquinasAbroad program offers four courses in a condensed time period (under 88 calendar days), the number of required instruction hours is equal to the regular semester hours. 3 credits each equaling a semester of 12 credit hours. The courses are designed to help students make the most out of their time in Italy. This allows for, and in fact demands, flexibility and creativity on the part of the instructor and each student. While upholding the high academic standard of Aquinas College, the AquinasAbroad program enhances learning with life experience in a creative and cultural atmosphere.

The same academic procedures of the Nashville campus will be followed at the Bracciano campus, with the exception of cancellation/withdrawal refunds (listed on the application form). Students should consult the Aquinas College Student Handbook for all other policies. All academic and business related concerns will be taken care of at the Nashville main campus. The Director of the Bracciano Campus may be consulted if needed by the student or by the financial aid office, but normally these questions will be handled by the Coordinator of the AquinasAbroad Program on the Nashville Campus. Students should be aware that some disciplinary actions may have an effect on their business accounts in Nashville.

ACADEMIC COURSES:

All five courses are found in the Aquinas College Course Catalogue. Each student will take four of the five courses offered.

- Fall Semester 2015 courses will be:
  - FAR 375 Special Topics in Fine Arts
  - HIS/THE 375 Special Topics in Church History
  - PHI 225 Philosophy of the Human Person
  - THE 210 Moral Theology
  - ITL 111 or 112 Italian Language I or II
• Liberal Arts Courses

The four Liberal Arts courses are taught on Campus at the Villaggio Betania in the newly renovated classrooms, with excursions to Rome and other cities in Italy included. Instructors will include those Aquinas College Professors visiting the Bracciano campus for a semester, the Bracciano Program Director, and local guest professors.

• Italian Language Courses

  - The Italian Language Courses are taken in Rome with an Italian Instructor. Usually, the students will travel to Rome two days a week for the Italian Language course, but the instructor may on occasion come to Bracciano.
  - It is recommended that students take an Italian class before beginning study in Rome; however, beginners are also welcome.
  - Those who have some background in the language may take a language placement test to determine their language proficiency.

ACADEMIC CULTURE AND STANDARDS

Just like at the Nashville campus, there is no single “standard” or classroom culture abroad, each professor runs his/her classroom with his/her own style and students adapt to the teacher’s requirements. Nonetheless, there are some helpful points to know when studying abroad, especially with non-American teachers.

1. Student learning will be more independent than most American settings. Due to the nature of field-trip and on-site lectures, the teachers rely on class discussions for assessing comprehension and expect that the students will ask for help if they need it.
2. Assessments (i.e. graded papers or exams) are less frequent and therefore each grade will have more weight than what is usual for Aquinas College students in Nashville. Assigned readings and homework are expected even if not discussed during class time. The material will be incorporated in the assessments. It is assumed that there might not be time for a produced work, such as multiple long papers, but there will be time to read.
3. In Italy, classrooms are run more formally than in the U.S. Unless told otherwise, here are some basic instructions for classroom etiquette in Italy:
   - No eating or drinking in class.
   - Classes begin and end on time.
   - Modest and appropriate dress is expected for class.
   - Remember that on-site classes are classes and not tours.
   - It is not acceptable to give out an answer without being called upon.
   - It is considered disrespectful to put one’s feet up on desks or other chairs.
   - Cell phones must be turned off.
Learning or physical disabilities:
Students should keep in mind that not every accommodation can be met regarding physical, dietary, and academic disabilities. If a student has a physical or learning difference that requires accommodation, this should be disclosed to the Director or an RA before classes begin so that reasonable accommodations can be made (see Aquinas College Handbook). The Director can then inform professors if necessary.

FINANCIAL AID POLICIES

In general, financial aid may be applied to the AquinasAbroad Program.

The government requires certain stipulations for federal grants and loans to be applied to AquinasAbroad programs, to which we will adhere. The student must be taking at least 12 credit hours, and all credit hours must be required for completion of the student’s degree program. The courses have been designed in order to meet these needs.

Institutionally granted financial aid awards are also applicable to the AquinasAbroad program, with the same stipulations.

Work study compensation is not available at this time.

Students should be aware that, even if the semester abroad is covered by financial aid, if a student needs to take a course during the summertime, this course may not be covered by financial aid.

Due to the intricacies and variety of financial aid awards and stipulations, each student will be required to meet with a financial aid representative in order to determine his/her status and options. A signed form will be required with the application for admission into the Program.

STUDENT COSTS

The cost for the AquinasAbroad Program is equal to the current cost of tuition and room and board, plus a Study Abroad Fee of $200. Students are expected to pay for the cost of airfare and any personal incidentals for independent traveling, food, cell phone accommodations, gifts, etc.

The student should expect about $2000 for the airfare (at most), and $1-2000 for independent travel depending on the desires of the student.
NON-ACADEMIC POLICIES

Non-academic policies are necessary for virtuous and happy living on the campus at Villaggio Betania, as well as traveling in Italy. These policies are based upon the Aquinas College Student Handbook and Residential Life Handbook for the Nashville Campus.

GENERAL HOUSING POLICIES

The residence houses at the Villaggio Betania are considered campus housing for Aquinas College while the AquinasAbroad program is in session. Residential Life at the Nashville Campus is a good preparation for the spirit of life provided at the Villaggio. It should be remembered that the buildings are not owned by Aquinas College, but by the Dominican Sisters of St. Cecilia, and the students will be subject to the requirements of the Dominican Sisters for the use of the buildings. Each student will contribute to the upkeep of their own rooms and houses, as well as sharing duties after meals.

Roommates

Single, double, triple, and quadruple rooms are available at the Villaggio Betania. Each student is assigned to live with at least one roommate, perhaps two or three. Requests for a specific roommate(s) may be considered. The nature of the studies and living a common life more closely than in Nashville (all classes together, more meals together) may require some adjustment. With this in mind, it is helpful to be assigned to live with people that one does not know.

Meals and Kitchenettes

Meals are provided by the staff of the Villaggio Betania in the dining hall, at certain hours and on certain days. The schedule will be posted each semester.

When a meal is not provided, the students are on their own. Kitchenettes are provided in each house, as well as the Frassati Recreation Area for student use. Students may keep food (clearly labeled) for themselves in these refrigerators and are responsible for their cleanliness.

In a spirit of community and service, students take turns cleaning up after meals, taking turns, and are responsible for keeping common areas clean, such as the Frassati Recreation Area and other common rooms.
Independent traveling

Students will learn how to use the Italian train and bus systems, and will normally travel in groups of at least 3 or 4. When traveling during their free time, students generally do not leave the Villaggio campus alone. Especially at night, a student must have at least one companion. This requirement considers the experience of many different campuses in Rome, and has become the normal practice of many American Colleges. It is highly recommended that students travel in larger groups when taking weekend trips. Students will be required to sign in and out when leaving the Bracciano Campus at any time. For overnight travel, students are required to provide accurate contact information before leaving.

Safety

Safety in Italy and at the Villaggio Betania is a high priority for all involved in the AquinasAbroad program. Students will receive detailed information concerning curfews and liberties allowed in Europe that are different from the U.S. campus. Generally, Rome is considered a very safe city, and Bracciano as well. Nevertheless, certain reasonable precautions are needed. For this reason, flexibility combined with a real sense of respectful compliance will be necessary for each student living at the Villaggio Betania. Some items may seem more stringent, such as the necessity for having at least one companion when leaving campus and providing contact information for overnight trips, however the necessity for reasonable safety precautions should be apparent.

The following section is a detailed list of policies for residential living at the Villaggio Betania. These policies, although necessarily stated in the negative, have the positive purpose of promoting a happy and healthy atmosphere for virtuous living. Violation of any of the policies for residential living as defined in the AquinasAbroad Handbook will be considered a violation of non-academic student responsibilities and treated as such. Disciplinary procedure for violations of policy, sanctions imposed, and the appeals procedure will be in accord with the Aquinas College Student Handbook, with any variations listed below.
AQUINASABROAD POLICIES for the BRACCIANO CAMPUS

Alcohol & Drug-Free Policy: No alcoholic beverages are permitted in the residential housing of Villaggio Betania under any circumstances. Those students over the age of 18 are considered adults in Italy, and are treated as such by the Italian government. An inservice regarding the use of alcohol by those considered to be minors in the U.S. but adults in Italy, will be given each semester by an Italian police officer. Although not forbidden to drink alcohol in Italy, the risks are substantial. For this reason, the students are expected to practice a high level of virtue regarding this particular freedom. If a student misuses this freedom, his or her participation in the AquinasAbroad Program may be compromised or possibly terminated.

Students will be held directly responsible for any disruptive, or otherwise inappropriate behavior stemming from their use of alcoholic beverages. Disciplinary actions according to the Student Handbook for Aquinas College will be held in effect also in Italy.

The presence or use of illicit drugs or drug paraphernalia is not permitted at any time in any place while participating in the AquinasAbroad Program. Recreational drugs, such as marijuana, which may be considered legal in some countries, are not permitted. Disciplinary action will be issued by the College, and may result in termination of participation in the AquinasAbroad Program. Any other disciplinary actions will depend on the circumstances, but may include legal action. With alcohol and drug violations, the College reserves the right to notify parents. The Aquinas College Student Handbook disciplinary procedures will be followed.

American Embassy or Consulate

It is imperative that each student knows the location and phone number of the nearest American Embassy or Consulate.

American Embassy in Rome
Palazzo Margherita
Via Vittorio Veneto, 121
00187 Roma
ITALIA
(06) 46741
http://italy.usembassy.gov

There are three types of service one can expect from the Consulate:

- Documentary: Lost or stolen passport replacement. First file a report with the local police, then visit the Consulate for replacement. Take the photocopy of your passport and other identification with you.
- Emergency:
  - Medical: The Consulate can arrange for a doctor.
  - Emergency at home: The Consulate can help a student contact his/her family.
- Legal: The Consulate can arrange for legal representation only. The Consulate cannot make waiver arrangements with the Italian government for laws broken or penalties incurred.
- All legal contact information is also provided in the Handbook Supplement.

Cancellations: If a student cancels enrollment in the AquinasAbroad Program after payment, he or she may not receive a complete reimbursement, depending on the date and manner of the cancellation. A last minute cancellation may have many consequences for the overall program, not only the roommate situation for other students. Certain expenses cannot be reimbursed.

Cancellation Refund Policy for AquinasAbroad Program: Students are responsible for following the cancellation refund policy. Because Aquinas College pays to reserve spaces for students studying abroad, the policy listed below will be followed:

<table>
<thead>
<tr>
<th>Cancellation Period</th>
<th>Cancellation Fee Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>60 days or more</td>
<td>Non-refundable reservation deposit</td>
</tr>
<tr>
<td>31-59 days</td>
<td>Minimum of $2,500 - up to the full program cost</td>
</tr>
<tr>
<td>30 days or less</td>
<td>Full program cost (no refund)</td>
</tr>
<tr>
<td>before program start date</td>
<td></td>
</tr>
</tbody>
</table>

Cell Phones: Students will be required to have a cell phone. They may either bring one, buy one in Italy, or rent or lease one in Bracciano. See the Handbook Supplement for specific details and information.

Check-in: All students will complete a formal Room Condition Report upon arrival at the Villaggio Betania. This is to ensure responsibility for the condition of all items on the list when the student checks out of the room.

Check-out: Students will be held accountable for the condition of their rooms at the end of the semester. The room should be left in clean condition and all room fixtures (i.e. the sink, shower, toilet, etc.) should be clean. No personal property may be left in the room or in the house. Any damage not listed on the Room Condition Report will be charged to the residents (or to an individual if it is possible to ascertain who is individually responsible). If not claimed within one week after departure, all property left behind will be considered abandoned property and treated accordingly by the Dominican Sisters. Aquinas College is not responsible for any property left behind at the Villaggio Betania.

End of semester check-out duties include the following:
- Unplug all electrical appliances from the wall outlets
- Empty personal items and clean the refrigerator
- Clean bathroom (mirror, sink, toilet, tub, floor)
- Clean room (straighten up, dust, vacuum)
- Empty all trash cans
- Close window shades
- Switch the Heat/AC to OFF
- Turn off all lights

After the residence houses have closed, the Administrators will conduct an inspection to make sure that the items are complete and to check for fire hazards. Failure to accomplish the above tasks may result in a substantial fine.

Chemicals: The storage of dangerous chemicals or chemicals that may be combined into a volatile compound is strictly prohibited anywhere on campus.
Cleaning and Custodial Services: Students are responsible for cleaning their own rooms and bathrooms during the semester, and for sharing the responsibility for common areas, especially the kitchenettes in each house, lounge areas, and common recreation room. Rooms and bathrooms will be spot-checked by the RA’s to determine if unsanitary or unsafe conditions exist. If such conditions are found, students will be asked to correct the condition immediately. Failure to comply may result in a substantial fine for cleaning services.

Cohabitation: Male/female sexual cohabitation is a violation of housing contract and is not permitted in any building while students are participating in the AquinasAbroad Program. Unauthorized sexual cohabitation, whether it be two or more persons of the opposite sex or of the same sex, or of patterned visits that extend beyond the normal boundaries of visitation is not allowed. Also see Guest policy below.

Common Areas: All College policies and regulations apply to the use of the common rooms, the school area, the dining hall, Frassati Recreation Area, and adjoining kitchenettes and common recreation rooms of the Casas.

Community living: Students will participate in regular meetings with their respective RA or the Director. The meeting will be scheduled monthly and announced on a semester basis. It may be necessary to be creative, such as having a meeting on a bus, but this adds to the spice of life in Italy.

Contract of Residence: Students must also complete the Contract of Residence, which is a different document from this Handbook. The Contract of Residence is a legal agreement between the individual student and Aquinas College regarding terms of residence. The signature page at the end of this booklet is an agreement between the student and Aquinas College regarding policies. Both signatures indicate that the student has read, understood, and agreed to all herein. These are binding legal documents that sets forth the conditions and terms of occupancy as well as policies, and may not be assigned to another person in any way. The individual signing the Contract of Residence is fully responsible for meeting the conditions set. Before signing the contract, students are advised to read the contract carefully.

Cooking: Kitchenettes are provided in each house for use of those who live in that house only. The kitchenette adjoining the student recreation room, Frassati Recreation Area, is for the use of all. Fire and health hazards prevent the use of any heating element in the bedrooms at the Villaggio. The kitchenettes are provided for these needs, and those who prepare foods in the kitchenettes are responsible for clean-up. Portable grills or hibachis may not be used anywhere on campus at the Villaggio. Students will be charged restitution for any damages and subject to any fines imposed by the Italian Fire Department and/or the Safety Manager of Villaggio Betania for any damage to the kitchen and kitchen appliances. Personal microwaves, refrigerators, and coffee makers are not permitted in the bedrooms. These and like items are all available in the kitchenettes of each house.

Courtesy Hours: In order to facilitate a positive living, learning environment for all, students are asked to be considerate of the needs of others at all times and maintain a reasonable noise level. Courtesy hours are in effect 24 hours a day. Please see Noise & Quiet Hours Policies.

Curfew: For the simple reason of safety, curfew at the Villaggio is midnight, Sundays through Wednesdays, and 1:00 am Thursdays through Saturdays. Students always have use of the common areas of their houses and the grounds, remembering that a respectful quiet is also in place. Failure to comply with curfew policies is very serious in Italy and will result in a sanction. If a second violation occurs, it may result in termination from participation in the AquinasAbroad program. Curfew for those traveling
on a free weekend and returning on a Sunday will normally be 7:00pm Sunday night. Approval for extended curfew may be granted for special occasions by the Director.

**Damages in Public Areas:** The Villaggio Betania is newly renovated. All furniture and equipment is brand new. It is the collective responsibility of those living in the rooms to report individuals who cause damage to community areas or property. Damage beyond normal wear and tear that is not accountable to individuals may be billed in equal amounts to the group having responsibilities for those public areas. Other actions may be taken to protect common areas, if necessary.

**Damages in Student Rooms:** Occupants of each room are responsible for keeping their room and its contents in good order and free from damage beyond normal wear and tear. At move-in, Room Condition Reports must be completed by each student upon arrival before issuance of room key. After a student checks out, the room is checked by staff for damage that may have occurred during the occupant’s residency. Damages to the room that are clearly beyond reasonable use will be billed to the responsible individual. If individual responsibility cannot be established, all occupants of the room will be billed equally. Extraordinary cleaning required because of abuse of facilities will be at the expense of the residents. In Italy, this charge could be substantial. Charges for repair of damages are determined by the Director on the basis of labor and material costs. Bills for damages will be charged to the responsible student(s) either directly or through the Nashville Campus Coordinator of the AquinasAbroad Program. Failure to pay damage charges may result in a Business Office hold being placed on the student’s records, termination of the Housing Contract, or denial of the opportunity to live in College residential facilities.

**Dart Boards:** Dart boards are prohibited at the Villaggio Betania.

**Decoration of Rooms:** It is hoped that the beauty of the Villaggio, inside and out, will provide for the aesthetical satisfaction needed for college life and study. For this reason students are asked to refrain from putting up posters, or putting nails into the walls. No permanent fixtures, no paint, no wallpaper may be added to any room or hallway. Two-sided tape, sticky-tack adhesives, or any adhesives are not permitted. No holes in walls, doors, floors, ceilings, or any woodwork is allowed. If any of the above occurs, residents will be charged restitution for damages and/or return to the original condition of the room.

All interior and exterior doors shall remain free of nails, stickers, tape, hooks, fasteners or any other additions to the original surface. Nothing shall be placed on exterior building walls, windows, doors, or terraces.

Any house and/or room decorations, especially seasonal (Christmas, etc.), will be subject to safety evaluation by an RA and/or the Director, and/or the Safety Manager of Villaggio Betania. Any flammable decorations or those deemed unacceptable must be removed at the request of the Director. No live greenery is permitted (trees, wreaths, garlands, etc.). All wires must be taped down. Wires cannot be pinched under closed doors.

**Early Arrivals:** It will not be possible to receive any students prior to the official arrival date. If a student wishes to come to Italy before the opening date of the AquinasAbroad program, he/she must find his/her own overnight accommodations in Bracciano or Rome, at his/her own expense. Please note there are very strict immigration laws that prohibit travel in the Schenghen States (for a list of Schenghen States, see the Handbook Supplement) for more than 90 days without a visa. Students will be asked to sign a waiver proving that they understand this law and that Aquinas College will not be held accountable if they choose to violate it.
Emergency Contact information: Each student must fill out an emergency contact form, which gives permission and instruction for College staff to contact someone in case of an emergency. Students will be given a list of useful contact information, also found in the Handbook Supplement, to keep on their persons at all times. The cell phone will be the best way of contact for an emergency situation.

Emergency Response Plan (ERP): In the case of a campus wide or student involved emergency, the ERP will be set into action. Please read the ERP document in the Handbook Supplement, as more extensive training will happen during Orientation and throughout the semester.

Entertainment: Video/gaming consoles are not allowed in the rooms at the Villagio, but are allowed in the common rooms. There is a television for student use in Frassati Recreation Area. All forms of entertainment, including, but not limited to movies, video games and internet use, that are not in keeping with the mission of the College are prohibited.

Fines: Any outstanding fines after a student leaves Italy, will be placed on the student account in Nashville. Failure to pay fines may result in a Business Office hold being placed on the student’s records, termination of the Housing Contract, or denial of the opportunity to live in College residential facilities until fines are paid.

Fire Safety Guidelines:

Approved Items:
- Curling / flat iron
- Hair dryer
- Surge protectors (may be bought in Italy)

Prohibited Items:
- Candles / potpourri plug-ins
- Burning incense
- Any flammable / combustible liquids
- Fireworks
- Chemicals (other than cleaning supplies)
- Halogen and lava lamps
- Explosives/gunpowder
- Hot plates/pots
- Toasters/toaster ovens
- Microwave ovens
- Coffee makers
- Refrigerators

Irons and ironing boards are provided in the laundry areas.

Microwaves, refrigerators, toasters, and all cooking items are available in the kitchenettes of each house.

- Equipment Tampering: A student who tampers with fire safety equipment or uses any firefighting equipment (such as fire extinguishers, fire alarms, smoke detectors, exit signs) improperly will face a minimum fine of 100 euros. If there is damage to the fire safety equipment or other circumstances that make the violation more severe, additional sanctions and/or fines may be assigned.
- **Safety Inspections:** Safety inspections are conducted at least once per semester by the College staff and/or the Safety Manager of Villaggio Betania. The primary purpose of inspections is to ensure safety and to enforce policies including fire safety regulations. Additionally, Aquinas College staff may enter the students’ rooms during breaks or trips to ensure that things are in working order. Should items be found missing, inoperative, or dismantled in any way, the items will be repaired immediately and charges will be assessed to the residents of the respective room.

- **Setting Fires:** Burning any substance, including candles and incense, setting fires in the halls, setting fire to fliers or other posted materials, or setting fires outside on the grounds without permission, is a serious breach of fire safety regulations and is not permitted under any circumstances. Violations of the fire safety policy will result in severe disciplinary sanction, not excluding any legal action if necessary, and may lead to the student’s termination in the AquinasAbroad Program.

**Firearms and Weapons:** Any object that could potentially inflict injury or cause harm that is used in a threatening, careless, or aggressive manner will be considered a weapon. Unauthorized possession of weapons of any type, including but not limited to firearms, ammunition, air guns, gun replicas, incendiary and explosive devices, slingshots, any type of knife (pocket, blade, etc.), and martial arts training materials, are prohibited. Possession and/or use will result in immediate confiscation of the item and disciplinary action which may include termination from participation in the AquinasAbroad Program.

**Furnishings:** Room furniture and other furnishings must be left in a student’s room at all times. Students will be responsible for damage caused to any furniture moved either inside or outside of the rooms. The common area furniture or decor may not be moved from the lounge and/or kitchen area into bedrooms or outside. Violation of this regulation may be considered theft and may lead to disciplinary action and/or a fine. Furnishings brought in by students which may cause damage or present a safety hazard are prohibited. It is recommended that the students check with the RA or Director before bringing in any additional furniture to the room or common areas.

**Gambling:** Is not allowed.

**Grounds:** Aquinas College students have use of the entire property of grounds while the AquinasAbroad program is in session. However, the Dominican Sisters may ask that they avoid certain areas at certain times either for the use of the Sisters, or a visiting group (such as the Grande Salone, the Chapel, or the front yard). Although the grounds are very safe, it is requested that if a student wishes to walk around the grounds alone at night, that he/she inform at least one other student.

Voices can be heard easily (in all the houses) from the courtyard in the back and within a certain distance from the houses. Beyond that however, voices cannot be heard. This is useful information for respecting quiet hours, but also for safety. If walking around the grounds at night, students should take a cell phone.

**Guests & Visitation:** The houses at the Villaggio are single sex. Guests of the same sex may visit in the common areas only of another house. No guests of the opposite sex may visit in any part of a house designated for the opposite sex.

The right of a student to sleep and study in his/her room takes precedence over the right of a roommate to entertain a guest in the room. Ample spaces for visiting are otherwise provided. The Frasatti Recreation Room, located between Casa San Giuseppe and Casa Santa Cecilia, is co-ed.

No overnight guests are permitted at the Villaggio Betania. If students have visiting family, there are many Bed and Breakfast accommodations in Bracciano and in Rome.
Guests during the day however are permitted in the common areas for the use of the students. While guests are at the Villaggio, the student host is fully responsible for the guests’ actions and must see that the guests are welcomed and cared for. The student host must fill out a guest form and receive prior permission from the Director for any guests. With prior permission, guests may eat in the dining hall with the students. Guests are expected to abide by all College rules and regulations, as well as all regulations of the Villaggio Betania. Failure to do so will result in the guest being asked to leave campus immediately and possible sanctions for the student host.

Any person “living” in Villaggio buildings without a valid contract is trespassing. This is considered a serious violation while participating in the AquinasAbroad Program. The trespasser may be subject to criminal charges, and any student who enables this situation risks termination from participation in the AquinasAbroad program.

**Hall Sports:** Activities such as soccer, running, frisbee, football, baseball, golf, skating, etc., or shaving cream and water fights, are not permitted inside the Villaggio buildings. Engaging in these activities may cause damage to property, especially to fire safety equipment.

**Health Care:** Health care in Italy is socialistic. That means that all people have access to health care, but it is not always high quality. The Director has a list of doctors and hospitals that are well-known for good quality if emergencies occur.

Bracciano has a Padre Pio Clinic where simple ailments may be treated. Anything serious requires a trip to Rome. It is not recommended to go to a dentist, or any other normal type of medical treatment, in Italy.

**Health Insurance & Health Services:** Proof of health insurance is required for participation in the AquinasAbroad program. In addition to health care coverage overseas, all students will be enrolled in Frontier Medex, a service that provides coverage for medical evacuation and/or repatriation. See Handbook Supplement for requirements and information.

The students fill out a Health History Form, similar to the one required for Residential living on the Nashville Campus.

In the case of accidents or other unusual health conditions that may occur while in Italy, an accident report must be filled out by the affected student as soon as possible and reported to the Director.

**Heating and Air Conditioning:** Each room is equipped with a thermostat. **Energy costs are very high in Italy and students are asked to be energy-friendly during their stay.** Please close windows when using heating. Turn off lights when leaving the room. Air-conditioning is not used, unless notified by the Director.

**Information and Forms:** General information and forms are located in the School area.

**Internet & Phone Services:** Wi-Fi is available in the main building and school buildings only. The Frassati Recreation Area and the common rooms of each house have internet capability. Wifi is not available in the bedrooms. An internal phone system is provided in all rooms. Land line phone service is not available in individual bedrooms, but is provided in the common area of each house, in corridors, and in other common rooms. These phones have outside lines for emergency purposes, as well as internal system capability to call between houses. Campus numbers and emergency numbers are provided at each phone.
Students will provide a cell phone number for emergency purposes. Cell phones from the U.S. must be able to receive calls in Italy. If a student’s cell phone is not working, or if he/she does not have an American cell phone, he/she will need to buy or rent an Italian one. Sometimes the expense of upgrading an American cell phone is substantial, and it may be cheaper to buy or lease an Italian cell phone. See Handbook Supplement for more information.

**Keys:** Each student receives a key to the bedroom, a key to the front door of his/her house, and a key to the pedestrian gate on the front gate. The keys are issued by the Director of Maintenance of the Villaggio Betania. Students are responsible for those items until they check out. All issued keys remain the property of the Dominican Sisters at Villaggio Betania and may not be duplicated, modified in any way, or loaned to other persons. Possession of keys to the Villaggio Betania by anyone other than the individual to whom the keys were issued will be considered as unauthorized possession, and a serious violation of safety. Unauthorized possession and/or use of keys to the Villaggio property will result in immediate confiscation and may result in disciplinary action.

In the event of a lost or stolen key, residents must immediately report and consult with an RA or Director. There will be a fee assessed for the replacement.

After room check-out, all keys must be returned in person to the RA or to the Director. Failure to return these items at the time of checkout will result in a lock change, which in Italy is costly, and therefore a corresponding fine. Duplicate keys will not be accepted upon check out. Students will be billed for lock changes if this occurs. Again, in Italy this is very costly. Each student is responsible for keeping track of these keys.

Students should keep their room doors locked and keep their keys with them at all times. Leaving keys in the door lock is prohibited. Keys left in the lock will be confiscated and sanctions may result. If keys are locked in the room, the resident should seek assistance from a roommate or an RA. As in Nashville, after the third lock-out, residents will be assessed a fine for each additional lock-out. Front door entrances to each house are to remain locked at all times.

**Kitchen:** The industrial kitchen is not for the use of the students. Kitchenettes are provided in each house, in which the students may keep their food.

**Kitchen Washing area:** The dish washing station near the kitchen will be used by the students after every meal, as assigned. Trash and dish washing duties will be maintained according to the direction of Director or RA.

**Late Departures:** Students are not permitted to remain at the Villaggio Betania after the appointed day of departure. Aquinas College is not responsible for those who stay in Italy, or in the Schenghen States, beyond the allotted 90 days. This law is being enforced more and more strictly by the Italian government. The students receive extensive information during pre-departure orientation regarding this law, and will be required to sign an Immigration Waiver form which confirms that they understand this law and that Aquinas College will not be held accountable if a student transgresses it.

**Laundry Services:** Coin operated washers and dryers are available in each house on the basement floor and are for students only. Students are responsible for their own washing and drying supplies, which may be kept in the laundry area, clearly marked. Irons and ironing boards are also provided. Because energy costs in Italy are so high, students are asked to use clothes lines and drying racks when possible. The lowest cost for use of the washing machines is between the hours of 11:00pm and 7:00am, but the
students may use the machines whenever they wish. Personal items left in the laundry room for an extended period of time will be removed by the RA and a fine assessed upon retrieval. Any unclaimed items will be considered abandoned property at the end of each semester.

**Legal Violations:** If a student is arrested or sanctioned in any way by the Italian government, Italian law does not provide any recourse by the American College, nor the American government. The student will have to comply with whatever sanctions are given by the Italian government, which usually include imprisonment and fines. American students in recent years have been arrested for disorderly conduct, engaging in fights, petty theft, and trespassing. In such cases, the student is treated as an adult and must serve the term and pay the required fines. An inservice will be given by an Italian police officer at the beginning of each semester to help students be aware of possible dangers.

**Lewd and Disorderly Conduct:** Aquinas College will not tolerate disorderly, lewd, indecent, inappropriate, disruptive, loud or obscene conduct or behavior that interferes with the orderly functioning of the AquinasAbroad Program at any time during the Program.

**Lofting:** Lofting beds is not permitted.

**Mail:** Student mail is to be directed to Aquinas College at Villaggio Betania. Please use the following format for addressing mail:

Student Name  
Aquinas College at Villaggio Betania  
via San Celso, 3  
00062 Bracciano (RM)  
ITALY

Senders should allow 1-3 weeks for letters, and 1-2 months for packages. Please remember that cash should never be sent through the mail, and it is illegal to send medicines through the mail (they will be destroyed).

**Maintenance Requests:** Maintenance requests must be authorized by the Director, who will give the form to the Director of Maintenance at the Villaggio Betania. When the student submits a Maintenance Request, the student has authorized a service person to enter the room and complete the repair. This may occur even if the student is not present.

Emergency repairs, especially in the evening hours or on weekends, are to be reported immediately to the RA or the Director. Emergency maintenance problems will take first priority. Repairs that occur as a result of damage or neglect will be billed to the residents of that room or house.

**Missing Person Notification Policy and Procedure:**

The Aquinas College AquinasAbroad Program will follow the procedures and definitions of the American standard used at the Nashville campus, in compliance with the Higher Education Opportunity Act of 2008. Any student who has not been seen on-campus, on the property of Villaggio Betania, or heard from will be will be considered missing after 24 hours. This will be considered a very serious matter in Italy, and it will involve Italian authorities as well as officials in the U.S.
Emergency Contact Information

All students will have designated an individual or individuals to be contacted by Aquinas College in case of an emergency, including if the student is determined to be missing for 24 hours. This emergency contact information will be accessible only to authorized College officials, Security officials for the Villaggio Betania, and law enforcement officers, if deemed necessary.

Procedure for Reporting a Missing Student

If a student has been missing for 24 hours or more, one should report this information to one of the following designated people:

- A Resident Assistant
- Director of the AquinasAbroad Program

In the event of a missing student report, all designees and appropriate College personnel will be informed and an investigation will proceed.

Notification

Once the on-campus investigation concludes that a student is missing:

1. The Director notifies the appropriate law enforcement within 24 hours of the initial report to the College.
2. The Vice President of Student Life in Nashville or the Director of the AquinasAbroad Program will notify the emergency contact of the missing student.

Following the notification of the appropriate law enforcement, Aquinas College will cooperate in the investigation and offer the necessary assistance to locate the missing student.

Noise: The general rule is that if the noise can easily be heard in another room, the sound level must be lowered to a level where it is no longer a disturbance. Voices from outside can be heard easily if windows are open. Usually, the level of acceptable noise is best handled between students themselves. RA’s may be of help in working out an acceptable compromise. Blatant or repeated incidents involving unacceptable levels of noise will be treated as a disciplinary matter. See Courtesy Hours & Quiet Hours Policies.

Occupancy Conditions: Villaggio Betania rooms are designed for single, double, triple, or quadruple occupancy to be used by students of the same sex. Dependent children may not live in residence halls.

Occupancy Eligibility: Occupancy in the student rooms at Villaggio Betania is open to full-time undergraduate students of Aquinas College. The conditions governing occupancy eligibility are stated in the Contract of Residence. A student participating in the AquinasAbroad program must be a full-time student, enrolled at Aquinas College in Nashville for the semester abroad, and have been a full-time student at Aquinas College the previous semester.

Occupancy Term: The term of occupancy is designated each semester for a maximum total of 88 days or less. Due to Italian immigration laws, this policy will be strictly enforced. The specific dates of occupancy will be published within a reasonable time frame before each semester, and conditions governing occupancy are stated in the Contract of Residence.

Operation of Motor Vehicles: Students are strongly discouraged from renting automobiles in Italy. It is strictly forbidden to drive motorcycles, motorinos, or any such motor vehicles while participating in the AquinasAbroad Program.
**Pest Control:** Although the buildings at Villaggio Betania are sprayed for insects by professional exterminators on a regular basis, Italian tiny beastsies can be especially difficult to eliminate. The best form of pest control is cleanliness. Students are requested never to leave unwrapped food anywhere. The key to controlling these pests is to eliminate possible breeding grounds (standing water, even overnight) and other attractions such as unwrapped food, open garbage containers, any trash. Empty cans and bottles should be rinsed and discarded immediately in the respective recyclable containers.

**Pets:** No pet animals of any kind are permitted in the student rooms, or any buildings at Villaggio Betania. This policy is necessary for reasons of health and sanitation. Violators of the pet policy are subject to disciplinary action and will be charged the cost of damages, extermination and/or deodorizing.

**Property Insurance:** The student assumes the risk of theft, loss, damage, or destruction of personal property that occurs in all rooms for use of the students at Villaggio Betania. It is highly recommended that students purchase personal property insurance if such insurance is not covered on their regular insurance policy. Any personal property should be covered on his or her insurance policy, which may include a special notice for travel abroad.

**Quiet Hours:** Quiet hours are in effect from 11 p.m. to 8 a.m. on weekdays, and 11 p.m. to 10 a.m. on Sundays. If the noise level is excessive or problematic, the offender should be asked courteously to reduce the noise level. If abuse of quiet hours continues, an RA should be notified. See the **Noise** policy above. Quiet hours are extended to 24 hours during exams. The 24-hour Quiet Hours will begin prior to the exams. The exact dates and times will be announced and posted in advance. There will be no warnings and a violation of the 24-hour Quiet Hours will result in a fine.

**Risers:** Risers for any furniture are not allowed.

**Roof Areas:** For safety reasons, students are not permitted on the roof of any of the Villaggio Betania buildings. Violations of this policy will result in disciplinary action.

**Roommate Conflicts:** Primary responsibility for solving the issue lies with the roommates in conflict. The RA is available to assist if necessary. Due to the nature of the rooms available at the Villaggio, roommates in conflict will not easily be allowed to change rooms. The conflicting parties must first accept the conflict resolution procedure, under the guidance of the RA or Director. Only changes based on extenuating and/or seriously irreconcilable circumstances will be considered and approval must be granted by the Director for any room change. If approved, each person must:

- Complete a Room Change Request Form
- Meet with Director of the AquinasAbroad Program
- Complete inventories for both old room upon checkout and new room upon check in
- Obtain the keys for the new room and return the old room keys

Unauthorized moving or switching of keys is not permitted. If this occurs, a fee of 150 euro will be assessed.

**Room Inspection, Entry, and Search:** An RA, or the Director if necessary, will periodically conduct an inspection. If the following requirements are not met, a 20 euro fine per room will occur, including an appointment with the Director or RA:

1) Sanitary conditions have been met in bedroom and bathroom, includes floor
3) Decoration violations have not occurred
The Director and administrative staff of Aquinas College reserve the right to enter a student’s room to assure it is properly maintained, to provide for the health and safety of the students, to perform maintenance and facility management duties, and to investigate any violations of the Statement of Students’ Rights and Responsibilities as stated in the Student Handbook.

Normally, the Director and the RA will determine if reasonable cause exists to search a student’s room. If probable cause is determined, the official will inform the student of the basis for the search and may have the search conducted in the student’s presence. A student living at the Villaggio Betania is not immune from a legal search by Italian law enforcement officers or Campus Security. All rooms are periodically checked for safety purposes and to secure each building.

Safety: During the day, violent crimes are rare in Rome and even more rare in Bracciano. Non-violent crimes however, such as pickpocketing, break-ins while no one is home, and unnoticed robberies, are very common. For this reason, most safety issues are concerned with theft (see theft). These and other safety concerns are addressed by a police officer from the Italian government each semester.

Personal Safety Tips:
- Try to blend in to the culture around you.
- Be aware of your surroundings and those you come in contact with.
- Be wary of overtly friendly or interested people, especially groups of small children (in Rome and in large cities).
- Be cautious about handing out personal contact information to new people.
- Do not give out the Villaggio address or phone number to strangers.
- Learn which areas should be avoided.
- Be smart about who and what you photograph.
- Keep enough local currency on you to take a taxi home or make a phone call.
- Only exchange money with authorized agents.
- Consider the consequences of your behavior.
- Stay current on world events.
- Do not arrive in a strange place at night without a place to stay.
- Trust your instincts.

Safety Procedures: Aquinas College students will follow the safety procedures established by the Dominican Sisters at Villaggio Betania, and also the requirements of Aquinas College, similar to those used on the Nashville Campus. In the event of an emergency, either the Director or an RA will contact Aquinas College staff and students of the Bracciano Campus in person or via cell phone.

Emergencies:

Hurricane/High Winds/Tornado/Destructive storm – Phase Grey – The Director will contact RA’s, staff and students via cell phone. Students and staff will receive a message that says Phase Grey, which means that all staff and student should go to one of the following safe places:

1) the basement of casa 1 (Casa San Giuseppe),
2) the basement of casa 2 (Casa Santa Cecilia),
3) the inner corridor of the first floor of Casa 3 (Casa Beata Stephana),
4) the inner corridor of the first floor of Casa 4 (Casa Fra Angelico),
5) the bathroom hallway near the kitchen (which is the center of the basement of the main building).

Students should look for the RA’s or staff for any further directions, and check cell phones.
Fire – Phase Red – RAs and students will be contacted by staff and the fire alarm will sound. Students will be expected to exit all buildings immediately, and follow the exit procedures that are posted in prominent places in each house, and to wait in the appointed places on either end of the property for further instructions. RAs will have a list of any student not on campus. Students should look for the assigned RA, and check cell phones for updates.

Active Shooter/Intruder/Trespasser – Phase Silver – The Director will contact RA’s, staff and students via cell phone. Students will receive the message Phase Silver, and will be given instructions accordingly and directed to a safe place (Run, Hide, Fight).

The Director or RA will notify students either in person or via cell phone when the emergency has ceased and it is safe to resume normal activity.

*Practice drills will be conducted with both staff and students at the beginning of each semester.
**During the event of an emergency and in the absence of the Director, RA, or Aquinas College staff, students should look to the Dominican Sisters for direction.

Sales and Solicitation: No selling or solicitation is allowed at Villaggio Betania. Such activity should be reported immediately to the Director. No commercial or business activity shall be conducted within the premises, including, without limitation, babysitting.

Security: The Villaggio Betania is equipped with safety cameras at the gates and in key areas of the campus. It is essential that residents report any unusual occurrence to the RA or Director. It is important that locked doors are not compromised in any way. Propping open exterior doors may result in a fine up to 100 euro. Leaving entrance doors to each house open or unlocked at any time may also result in a fine.

Smoking: Smoking is prohibited in all buildings at Villaggio Betania.

Student Signing-in and Out: By Italian Law, all University Italian Campus students must sign in and out of a designated book at the portineria of the school, located near the classrooms. This registry is also important for emergency purposes, so that RA’s and staff will know who is on campus and who is not. All time is recorded using military time. Please be attentive to this policy for the sake of safety.

Student Recreation Area (Frassati Recreation Area): The Student Lounge is equipped with Ethernet connections, a television with international satellite, and a kitchenette. There are also some travel guides and leisure books that can be borrowed.

Termination of Participation in the AquinasAbroad Program: Aquinas College reserves the right to terminate a student’s participation in the AquinasAbroad Program for reasons of academic suspension, inappropriate behavior, or violation of policies.

Theft of Service: Theft or aiding others in the theft of services from the kitchenette or laundry rooms is punishable by a minimum automatic fine of 100 euro.

Theft Prevention: Theft is very common in Italy. Students should be aware that American tourists and students are at high risk for being watched and robbed. One of the best preventions is to watch out for each other, especially when off campus, and to keep doors locked on campus. Doors to the houses should be locked at all times, as well as the doors to each room and windows (if on a lower level).
Students are advised not to keep large amounts of money in their rooms or on their persons. Credit cards should be canceled immediately if lost or stolen (students should bring this information from their banks with them overseas, especially the phone number). Expensive personal property such as jewelry should be kept in a locked trunk or security box, which may be kept in the room, or may be kept in a safe by the Director.

All clothing should be marked distinctly and not loaned to other persons. It is unwise to leave clothing or backpacks unattended in a laundry rooms, hallways, lounge areas, or kitchenettes. For reference purposes, students should record and store the serial numbers of their electronic equipment and other personal property.

Avoiding Theft Tips:
- Keep valuables locked in a safe place.
- Do not keep all your money and documents in the same location.
- Do NOT take large amounts of money out of a hidden pocket in public.
- Do not show your iPhone or other electronic devices in public.
- Carry coins in a coin purse.
- Be discreet when displaying your passport.
- Do not carry valuables or money in your back-pockets or outer backpack pockets, instead use secret pockets.
- Use a neck wallet or money belt under your clothing for extra money, credit cards, and passport, but keep day-to-day money easily accessible.
- Never use an ipad in public, keep it safely hidden at home.
- Tuck your bag securely in front of you. Make sure it fully closes (zippers, buttons, etc.).
- Never hand your purse/valuables to anyone.
- Never leave your bags unattended. Always keep an eye on them.
- Rental cars: do not leave bags or valuables in sight. Place a local newspaper to deflect thieves.

Should a theft occur on Campus, the incident should be reported immediately to the Director, who will immediately report it to the Dominican Sisters. An Incident Report will need to be filled out. If Italian authorities need to be contacted, the Director will contact them. Past experience has taught that it is not likely that stolen material will be recovered.

Transportation: Students are responsible for their own transportation when traveling to Rome or other places during their free time. When trips are sponsored by the College, the College will pay all necessary expenses.

Travel warnings: For travel warning and tips visit www.travel.state.gov/. Students will also find the ability to register their international travel there. Aquinas College reserves the right to require students to comply with any travel advisory. More information is given in the Handbook Supplement.

Trips: For independent travel, students must complete an Independent Travel Form and turn it in to the Director at least 24 hours before departure. On the form, the student must declare train/plane/bus arrangements, contact information for destination, and names of accompanying students. Each student must turn in his/her own form.

While on school-sponsored trips, students should be aware that the Safety Manager or the Director or the Villaggio staff may need to access students’ rooms for safety or other reasons. Normally, notification will be given.
NOTE: All rules and guidelines from the Aquinas College Student Handbook apply for students in the AquinasAbroad Program, unless otherwise stated in this document.

Any of the above policies are subject to change by the College Administration without prior notice.

Failure to adhere to the polices set forth in the AquinasAbroad Program and the Aquinas College Student Handbook may result in loss of privileges, fines, recommendation for counseling, community service, social probation, dismissal from participation in the AquinasAbroad program, and/or suspension or dismissal from Aquinas College Residential Life Program, and/or suspension or dismissal from Aquinas College.

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Student Signature Page

I have read the 2015/2016 Aquinas College AquinasAbroad Program Handbook and agree to be governed by the policies and procedures as stated.

Name of Student_______________________________________________________________

(Please print)

__________________________________________
Student Signature

Date