



RESIDENCE LIFE

MANUAL

2026-2027



**PERROTIS
COLLEGE**

A DIVISION OF THE
AMERICAN FARM SCHOOL

Dear Student:

Welcome to the Perrotis College Campus at the American Farm School!

We are delighted to have you join our community. Through the generosity of Mrs. Alik Perroti, we are fortunate to offer a state-of-the-art, eco-friendly residence hall, inaugurated in October 2010. This facility provides a unique living experience that combines comfort, sustainability, and community.

We hope that your time living on campus will be both enjoyable and memorable. Research shows that residing on a college campus can positively influence academic achievement and personal growth. As a resident, you will have the opportunity to meet students from diverse cultural backgrounds and participate in a variety of programs and activities that enrich campus life.

Living in a college community comes with shared responsibilities. Residents are accountable not only to themselves and the College staff, but also to their fellow students. A thriving community depends on mutual trust and respect. The policies and guidelines outlined in this manual are designed to create a safe, respectful, and harmonious living environment for all.

This guide aims to answer many of your questions about residential life at Perrotis College. Please read it carefully, and if you need further assistance, do not hesitate to contact the Coordinator of Student and Alumni Affairs, Mr. Pantelis Chantzaras.

Welcome to your new home on campus—we're excited for the experiences and memories you will create here!

Sincerely yours,

Pantelis Chantzaras

Coordinator of Student and Alumni Affairs

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The College administration has established the following rules and regulations in order to make residence hall life pleasant and safe for all residents. These regulations have been established not to limit the personal freedoms of Perrotis College residents, but rather to secure the rights of all residents. All people residing in the residence hall are required to observe the guidelines identified in this Manual.

Signing In & Out

Once a student/fellow/visitor has been assigned a room (usually at the beginning of the academic year), they will be joined by a member of the residency staff to inspect the room, confirm its condition and to inspect its various items (furniture, curtains, etc.). Any damage that is identified during this inspection is clearly noted. It is the College's responsibility to repair or replace all items that are found damaged during this initial inspection.

At the end of each academic year (or whenever a resident moves out of their assigned room), the residents and a staff member inspect the room once more to ensure that all items are left in their correct position and that no damage has occurred. Damage identified as having occurred during a resident's occupancy, and which exceeds reasonable thresholds for wear and tear, will be considered the financial responsibility of the resident(s) residing in the room. The costs of such damages will be asked by the resident at the end of the academic year.

Each person is responsible for contacting the Residence Life Staff in order to ensure that room inspections occur at the appropriate time prior to their departure. Upon signing out, the student will return their room keys, from which time they are no longer responsible for the room. If a person leaves the residence hall without turning over the key, the College has the right to enter and inspect the room and to charge the student for any damages plus the cost of changing the room lock.

College Property

When a student/fellow/visitor accepts their assigned room in the residence hall, it is understood that the student will honor an obligation to preserve College property and to live as a responsible adult. Residents are responsible for keeping their own rooms and living areas clean and orderly, and to ensure the furnishings remain in good condition and free from damage. If students/fellows/visitors violate the residence hall regulations stated below, all residents that live in the room will be responsible for the damage and any related fines. If violations occur, residents may be moved into a different room or may be asked to leave the residence hall. Other specific residence hall regulations include the following:

1. Furniture and shared appliances must not be removed from the residence hall, from the common areas, from the assigned suites;
2. Personal furnishings and appliances are not permitted in the residence hall without the consent of the Residence Life Advisor;
3. All common areas in and around the residence hall must be kept orderly and clean;
4. Concrete blocks or other building materials must not be used in rooms or suites;
5. Residents must not remove, mark or tamper with windows, doors, screens, furniture, walls, floors and fixtures. **No nails, blue tack, tape, or glue of any kind may be used on the walls;**
6. Students are not allowed access to American Farm School facilities unrelated to the College;
7. In accordance with Greek law and AFS policy, students are not allowed to smoke anywhere indoors, including in their rooms. Smoking is allowed only in designated

- outdoor areas. Students caught smoking in their rooms or anywhere else indoors will face disciplinary action, which may include dismissal from the Residence Hall;
8. Students are expected to follow all laws and regulations of the local and national authorities of Greece; and
 9. All policies not specifically outlined or addressed in this guide are left to the discretion of the College administration.
 10. The residence hall will be closed while classes are not in session, and it is the student's responsibility to make arrangements. If they wish to stay in the residence hall, they must request to stay at least two weeks prior to the start of the academic break and the request must be approved by the Coordinator of Student and Alumni Affairs, Mr Pantelis Chantzaras. The student will be informed of the room fee in time.

Rights Held by the College

The College reserves the following rights:

- To expel a student from the residence hall if he or she is not abiding by the rules and regulations stated in this Manual, or if he or she is having a detrimental effect on other residents;
- To enter student rooms for inspection or repair in an emergency, or for any other reason deemed appropriate by the residence staff;
- To levy and collect charges for damage, unauthorized use or alterations to rooms or equipment; and
- To remove unauthorized or improperly used equipment (e.g. gas stoves, small ovens).
- The rooms will be checked every week by the Resident Assistants to ensure that rooms are kept in a good condition and clean. This procedure will take place on a specific day and time that will be announced at the beginning of the semester. Occupants of rooms and suites that subsequently not cleaned will face the consequences noted in the Residence Hall Declaration form. If all residents of the room are absent, the Residence Life Staff will open the room to check.
- In the event that the American Farm School is hosting exchange programs during the Christmas and Easter break, students will be required to empty their rooms. Students will be notified in advance if they must empty their rooms for Easter break.
- During the semester students may be requested to move to a different room. Students will be given adequate notice to move their belongings.

Damages

If a student is found responsible for damage done in common use areas, he or she will be charged for the cost of repairs. If no responsible party is identified in such incidents, all residents will share repair costs. In the case of common areas shared by suite residents, all residents sharing the area will be held responsible.

Smoking

In accordance with Greek law, smoking is not allowed indoors anywhere on campus. This includes residence hall rooms, the classroom building and all other spaces. Nor are students allowed to smoke outside in areas that students from the AFS High School frequent, such as outside the dining hall, the steps to Princeton hall and its surrounding area. Students are requested to smoke only in outdoor areas where ashtrays have been provided. Under no circumstances are students to dispose of cigarettes by throwing them on the ground or anywhere else except in the receptacles provided for that purpose.

Students who are found to be smoking in areas where it is prohibited, or found to be disposing of cigarettes in inappropriate places will be punished as follows:

- First offence: a written warning from the Residence Life Staff
- Second offence: a written warning from the Coordinator of Student and Alumni Affairs;
- Third offence: Disciplinary Probation
- Fourth offence: Dismissal from the residence hall and potential dismissal from the College.

Students should note that the same policy is applied if guests of theirs are found to be smoking in prohibited areas. In the case of a guest smoking in one of the residence hall rooms, the student whose guest it is will be held responsible, as will his or her roommate if present at the time of the violation.

Alcohol & Drug Use

Open containers of alcoholic beverages are forbidden in all public areas, this includes any common spaces in the residence hall or on campus. However, adults may consume alcohol responsibly in private settings and in accordance with local and national regulations. These privileges may be suspended should any misbehavior arise as a result of drinking alcohol. If, after the initial warning, the student continues to violate this policy, he or she will be reported to the College administration, with a recommendation for suspension or expulsion. Under no circumstances does the College tolerate illicit drug use. If students are suspected of using drugs, they will be asked to immediately leave the college residence hall. Students risk expulsion and legal action if they are caught using illegal substances.

Common Areas

The College provides common areas in the Aliko Perroti Student Residence as space where residents may congregate outside their rooms. These spaces are places to foster a sense of community. As such, they are used for residence hall meetings, watching television and movies and relaxing. In these areas, residents must be respectful of other students and residence hall policies. Common use areas should be used fairly and peacefully.

Room and Suite Cleaning Policies

The two students assigned to individual rooms are solely responsible for the state of their room. All four residents who share a living room are responsible for cleaning the shared space. Residents are responsible for maintaining the cleaning materials that are supplied by the College. If cleaning materials are damaged or missing, residents will be fined. Toilet

paper and other products should NOT be thrown in the toilet but instead in the trash. Paper can cause substantial damages in the sewage system of the building and we have already faced one such incident.

Quiet Hours & Noise Policy

In order to secure the right of students to read and study free from unreasonable distractions, the College asks students to respect the designated “quiet hours,” during which residents are expected to exhibit peaceful behavior.

- During the academic year, quiet hours are as follows: weekdays from 3:00 pm until 5:00 pm, Sunday through Thursday from 10:30 pm until 8:00 am, and Fridays and Saturdays from midnight until 10:00 am.
- During final examination periods, quiet hours may be extended.
- Parties or large gatherings are not permitted in residence hall rooms at any time, and excessive noise and music are not allowed.

Dining Hall

The Dining Hall provides meals for Perrotis College students who live in the residence hall, and also for those who do not live on campus but have made the appropriate financial arrangements with the Dining Hall coordinator. Students should respect the Dining Hall meal schedule that is posted on the main board of the residence hall. The menu is posted in English. At meals, students have the right to ask for a second portion of food, but only if all other students have been served and there is food available. It is strictly forbidden for students to take any items out of the Dining Hall (e.g. plates, cups, and cutlery). Only in case of sickness may a meal bag be taken to the residence hall, and only after obtaining the approval of the Coordinator of Student Life and Alumni. Food services are provided to students ONLY when classes are in session. Cooking is NOT allowed in rooms for safety reasons. Any cooking devices will be confiscated.

Cohabitation

Students of the opposite sex are never assigned as roommates and are not allowed to live or stay overnight together in the residence hall. The College will not ignore infractions of this policy under any circumstances. In addition, all toilet and shower rooms are strictly single-sex facilities. Students are asked to respect the privacy of these areas.

Discrimination, Bullying and Harassment Policy

The Perrotis College policy is based on the principle that all candidates have the right to the safety and security of their person and property. Harassment, intimidation, assault or discrimination—in any form—toward a member of the College and/or the broader AFS community is not acceptable. This policy also applies to the use of email or other electronic means and mechanisms for the purpose of harassing or offending others by sending annoying, threatening, libelous or sexually, racially or religiously offensive messages. Perrotis College adheres to the Harassment and Bullying policy and Code of Conduct, which includes the following relevant principles: An act will be regarded as misconduct and therefore the subject of disciplinary action, if it constitutes or is likely to constitute improper interference with the normal and legitimate functioning and activities of Perrotis College and AFS, if it

affects the freedom of others, if it endangers the safety or property of others or if it damages or is likely to damage the reputation of Perrotis College. Perrotis College code includes the following types of misconduct:

- violent, indecent, disorderly, threatening or offensive behavior or language (including possession of weapons, chemicals and acts of terrorism);
- action likely to cause or impair the health, safety, and well-being of any student, member of staff or other employee of Perrotis College
- verbal abuse, bullying or any form of harassment, intimidation, victimization or discrimination of any student, member of staff or other employee of Perrotis College; and
- misuse or unauthorized use of Perrotis College premises or items of property, including misuse of computers or other electronic devices to transmit, receive, view or display offensive, defamatory, discriminatory, obscene or otherwise illegal material or to introduce any virus, worm or other harmful or nuisance programme or file into any IT facility.

REPORTING PROCESS

A student, who feels that he or she is the victim of bullying, harassment, or any other form of abuse, either from a fellow student, a Perrotis College faculty or staff member, or any other member of the AFS community, is encouraged to report the incident, using the following procedures:

- Discuss the issue with his or her Programme Chair and/or student life staff member. Depending on the seriousness of the incident, the Programme Chair may discuss the student's concerns with the student, instructor or staff member involved in order to find a resolution, or, for more serious incidents or incidents where the identity of the student must be kept confidential, the Programme Chair may report the incident to the Dean and, if faculty or staff are involved, to the Human Resources Office.
- If no resolution is found in discussing the incident with the student's Programme Chair, or if the issue is serious enough to require the involvement of the College administration, then the student may meet with the Dean to discuss the issue further.
- If a resolution is still not found, the student or the Dean may bring the issue to the attention of the Human Resources Manager who will discuss the incident with all parties involved and then decide what action, if any, should be taken.
- In order to avoid potential retaliation, the student reporting the incident has the right to confidentiality throughout the grievance procedure process and after.
- The student reporting the incident also has the right to formally appeal any decision by the Dean, as does any individual (student, faculty or staff) accused of violating Perrotis College codes of conduct.
- In the event that the student's Programme Chair is the person accused of violating codes of conduct, the student may report the incident directly to the Dean. If the Dean is the accused person, the student should direct his or her report regarding the incident to the AFS Human Resources Office.

DISCIPLINARY ACTION IN THE CASE OF HARASSMENT OR BULLYING

Students who are found to have seriously violated Perrotis College rules and/or acceptable standards of behavior will be brought to the attention of the Dean for disciplinary action, which may include placing the individual on disciplinary probation for one or more semesters, or, in the case of more serious or repeated offenses, dismissal from the College. Those placed on disciplinary probation are also referred to the College's Program Committee, which may reduce or cancel the offender's financial aid. Faculty or staff members found to have seriously violated acceptable standards of behavior are subject to the rules and regulations that apply to all AFS employees.

Find the policy in the Student Handbook [here](#) (pages 39-40)

The incident report can be found [here](#)

Living in a Single Room

All residence hall rooms are designed to accommodate a specific number of residents. All students, at the beginning of the year, are required to reside with a roommate. Though student preferences are taken into consideration, room assignments are the responsibility of the Student Life Department. A student may appeal any room assignment decision to the Coordinator of Student Life and Alumni. Before students depart from the AFS campus and the residence hall for the summer break, they may express their preference for a specific room and/or roommate for the following academic year, but Student Life staff is under no obligation to honor such requests.

Visitors

Anyone who is not a resident of the specific residence hall is considered a visitor (INCLUDING OFF CAMPUS STUDENTS) and must follow the visitor policy as identified below. Students may accept visitors daily from 9:00 am until 11:00 pm. Visitors may spend time in the common use areas of a residence hall, but are not allowed to use a room or any residence hall facilities. Guests are allowed to pay to eat in the AFS Dining Room during meal hours. It is the student's responsibility to inform his or her visitor(s) about the appropriate visiting hours. No visitor may spend the night in any of the residence hall rooms.

Depending on the availability of rooms in Cincinnati Hall, the AFS guesthouse, students may request permission to reserve a room for their guest(s) who desire to stay overnight on the AFS campus. Such requests are to be made well in advance, and the earlier the request is made, the higher the chances that a guest room will be available. The charge that will apply for Cincinnati Hall is 40 Euro/room (each room has 2 beds).

Pets

Students living in the residence hall may not feed any pets outside the residence hall or keep pets in the residence hall or anywhere else on the College campus.

Religious Gatherings and Activities in Residence Halls

Residents are welcome to organize and participate in religious or spiritual activities as part of their community experience. As with all resident meetings, these activities must be coordinated in advance with the Student Life Office and receive the appropriate permission. This ensures that all events are conducted in a manner that is respectful, inclusive, and considerate of the diverse residential community.

When promoting or communicating about religious gatherings, organizers are required to clearly indicate the nature and religious affiliation of the meeting. Participation in any such activity must always remain fully voluntary.

Residents are reminded that, under Article 13 of the Constitution of Greece, freedom of religious conscience is protected; however, proselytism is prohibited. Any form of coercion, undue influence, or pressure on others regarding religious beliefs or participation in religious activities is strictly not permitted within the residence halls.

All residents are expected to contribute to a respectful, inclusive, and welcoming living environment for everyone.

Issues of General Importance

Living successfully with a roommate—and the diverse student body of Perrotis College—requires communicating in an honest and respectful manner. Roommates are encouraged to keep the lines of communication open. It is a good idea for roommates to sit down together during the first days of the semester in order to discuss the types of situations that can cause conflict—such as sleep schedules, radio or stereo operation and volume level, and cleaning of the room—and come to a mutually acceptable agreement.. However, if a problem persists even after discussion, a Resident Assistant, the Residence Life Advisor, and, as the final arbiter, the Coordinator of Student and Alumni Affairs should be called upon to help mediate in order to bring about a resolution.

Laundry

Washing machines and dryers have been installed in the Aliko Perroti Student Residence for student use. Students are asked to clean out the lint guards of the dryers after each use and should not misuse machines by overloading them. If the washing procedure is stopped, one should wait for two minutes until the door is automatically released. The College does not provide detergents or other kinds of cleaning material. However, we suggest the use of environmentally friendly products. Students who have any further questions should ask the Perrotis Residence Assistant for assistance.

Lost & Found

Items of value found in the residence hall should be turned over immediately to the College administration or the Student Life Office.

Mail

The staff of the College collects all incoming mail every day (Monday through Friday), usually by 3:00 pm. The Coordinator of Student and Alumni Affairs is responsible for collecting the mail from the administrative office and distributing it to on-campus residents.

Items too large to fit into the mailbox may be claimed at the reception desk of Princeton Hall or the Gate or the Post Office of Thermi. When your residential address changes, e.g., when you return home for the summer, you must inform the College Registrar so that your mail can be forwarded correctly.

Recycling & Trash

Students are responsible for emptying the trash and recycling from their rooms and suites regularly. Students are strongly encouraged to recycle whenever possible. Recycling containers for paper, plastic, aluminum and glass can be found throughout the AFS campus. Trash bins and recycling bins are also conveniently located in common areas of the Alik Perroti Student Residence. Food leftovers, pizza boxes and generally food boxes must be thrown away immediately in the big dumpsters outside Alik Perroti Student Residence.

Storage

Even though the College does not accept responsibility for lost or damaged personal belongings stored for the summer months, storage space is provided in the Stavros Niarchos Foundation Residence during summer vacation for the International Students and students that need to travel more than 250km to go home. However, Students moving off campus permanently must remove all personal belongings upon departure. If you are unable to collect your items on your move-out date, Residence Life will store them for 20 days, after which any remaining items will be discarded.

Balconies are NOT intended to store or leave anything including buckets, mops, brooms and laundry. Drying racks should be placed inside your room or in the laundry room on the A floor.

Academic Breaks

The AFS Dining Room and the College residence hall close during all lengthy College holidays, including Christmas, Easter and the summer months. It is the responsibility of the student to find other housing during these periods of time, unless he or she has sound reasons to stay, e.g., an on-campus internship, residence permit difficulties, etc. Students who wish to remain in the residence hall during holidays must obtain permission from the Coordinator of Student and Alumni Affairs at least two weeks in advance of the beginning of the holiday. If the Coordinator approves such a request, the charge for staying in the residence hall and working outside the AFS is according to the price that the Accounting office gives at that time.

When you leave your room for a holiday, please be sure to do the following:

- Clean up your room and suite;
- Unplug all electrical appliances and turn off any and all lights;
- Remove all recycling and waste materials;
- Dispose of all perishable food items;
- Close and lock windows, and close drapes and blinds; and
- Close and lock doors.

Staying in the Residence Hall During Resits

Students who are required to return to the College when classes are not in session in order to resit an exam (or, in some cases, redo coursework) are required to pay for their room during their stay—10 euro per day per student (20 euro per room). Students will receive an email by the Residence Life Advisor with instructions before the Resits period about availability. When students confirm the availability, the rooms will be available the night before the first resit, and students are expected to vacate the room on the day they have completed their last exam. If a student has a legitimate reason to extend his or her stay (e.g., due to visa problems), he or she must get permission from the Perrotis College Administration prior to their arrival

Maintenance & Damages

Maintenance problems and damage should be reported immediately by scanning the QR code outside the Student Life Office. Timely maintenance can often prevent more extensive problems.

Emergency Procedures

In the event of an on-campus medical or other type of emergency, residents are to follow the guidelines below in order to handle the problem in the most efficient and effective manner.

Stay calm and do not panic.

Emergency situations need to be dealt with immediately but also calmly and with sensitivity, without rushed decisions that may lead to more complex situations. Staying calm and in control is more effective for dealing with emergencies quickly and efficiently.

When on campus, you yourself should not call the paramedics, the police, the fire department or any other emergency service. If you fail to communicate with the AFS staff mentioned clearly in the five steps below, the AFS guard (mentioned in Step 4) will be the one to contact the specified service needed.

Step 1

➤ *Perrotis Resident Assistant.*

Office Hours: 18:00 – 00:00

Room Number: A.7 or B.12

Step 2

➤ *If the Residence Assistant is out of the office and/or away from the Residence Hall, contact Ms. Maria Liakou*

Office phone: 2310 492 844

Personal mobile phone: 6982549542

Step 3

➤ *If Ms. Liakou is out of the office and/or away from the Residence Hall, contact Mr. Pantelis Chantzaras*

Office phone: 2310 492 843

Personal mobile phone: 6979117727

Step 4

➤ *If you cannot reach any of the four persons above, immediately inform the Campus Security Office. The guard at the front gate will call the appropriate emergency service.*

Gatehouse phone: 2310 492 780

If you experience an emergency situation while you are off-campus (or outside Thessaloniki or Greece) and need immediate assistance, dial 112, the European Emergency number, which is valid in all countries of the European Union. This number gives immediate access to paramedics, police, and the fire department. This service also uses a GPS location detector to identify your exact location.

Medical Attention & Health Insurance

All students are required to have personal or family health insurance valid in Greece. Students are responsible for paying for any service that the nearby Health Center is not able to provide and that is not covered by their personal, family or student's insurance plan.

For simple health matters, an on-call doctor is available for all College students, free of charge, from Monday thru Friday from 7:30 am to 3:30 pm. Please refer to the Residence Life Advisor before visiting the doctor.

The American Farm School/Perrotis College is taking all measures set by the Greek National Organization of Public Health (EODY), the Ministry of Health and the Ministry of Education. As we are a school of all grade levels, it is imperative that we be proactive and ensure a safe environment for all of our students.

The American Farm School/Perrotis College Administration strongly encourages all individuals to follow the recommended public health guidelines, but it cannot TOTALLY control the behavior of any particular individual.

As a result, the School is not and will not be liable for any public health threat to which a student or visitor may be exposed, including but not limited to the transmission of any infectious disease such Flu A&B, Covid-19 or Gastroenteritis.

Fire

Alarm boxes, which are located throughout the Aliki Perroti Residence Hall, and other fire equipment, must not be disturbed except in the case of an actual emergency. Tampering with them will subject you to immediate expulsion from the residence hall. To protect against fire, no flammable materials (fireworks, fuels for oil lamps and zippos, or cleaning solvents) are allowed in the residence hall, and no open flames, such as candles, cigarettes, and incense, may be used in the student rooms. **Open flame devices are NOT allowed in rooms.** Candles should not be used in the rooms.

Earthquakes

In the event of an earthquake, please remember the following rules. If inside the building, stay away from objects that could fall, such as light fixtures, furniture or chunks of plaster. Stay away from windows and mirrors. If possible, get under a table, desk or bed, or stand in a strong doorway. Usually, it is best not to run safely outside. If you are already outside, avoid close proximity to high buildings, walls, power poles and other objects that could fall. If possible, quickly move to an open area.

Security

Like a chain, the security of a residence hall is only as strong as its links. If just one resident leaves an outside door to a hall open, he or she not only jeopardizes their own safety, but also the safety of all residents. Likewise, it takes only one incident of theft, lying or cheating to cause mistrust in a residence hall. Students should always lock their doors, even if they leave only for a short time. Though we live in a community of trust, never leave keys or valuable property out in the open. Students should carry room and residence hall keys at all times. Students should not allow persons they do not know or are not permitted into the residence halls.

Closing Words

The American Farm School is a unique educational institution for many reasons, one of which is the opportunity it gives to students to live on campus, thus creating an environment that nurtures and promotes education in all aspects. We believe that all students can gain valuable experience both inside and outside of the classroom through the strong community spirit that exists on the campus, through interaction with fellow students from different cultures, and through participating in the student life and volunteer activities that the College offers. We look forward to a year filled with exciting new experiences together. Though you have come to Thessaloniki as individuals, living in the residence hall will no doubt shape most of you into good friends and, as graduates, lifelong members of the Perrotis College family.