

**VALGA COUNTY  
VOCATIONAL TRAINING  
CENTRE  
BOARDING SCHOOL  
FACILITY INTERNAL RULES**

APPROVED BY  
the Principal's Directive No.  
1-1/56 of August 26, 2016

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## **1. GENERAL PRINCIPLES**

- 1.1. These internal rules (hereinafter the Rules) are obligatory for all persons (hereinafter the Student) who have a contractual relationship with the boarding school facility (hereinafter the Boarding School Facility) of the Valga County Vocational Training Centre (hereinafter the School).
- 1.2. The Rules determine and regulate the relations of the accommodated Students with the Boarding School Facility and determine their rules of conduct.
- 1.3. The School has the right to make additions and corrections to the Rules by publishing them immediately after approval.

## **2. ALLOCATION OF ROOMS TO STUDENTS**

- 2.1 Applicants to the school make a request for a place at the Boarding School Facility together with the admission documents to the admissions committee. Students who are already enlisted at the School must submit an application for a place (Annex 1) to the administrator of the Boarding School Facility by 15 June at the latest, at the end of each academic year.
- 2.2 The administrator will allocate the places in the Boarding School Facility according to the applications received. In the case of a shortage of places, the criteria taken into consideration are the distance from the Student's place of residence from the school, the possibility to use public transport, previous problems at the School and the Boarding School Facility (debts, violations of internal rules) and academic results.
- 2.3 A utility costs payment agreement (Annex 2) and an instrument of delivery and receipt of property (Annex 3) shall be concluded between the School and the Student who has received the place, signed by both parties. In the case of a minor, the contract is also signed by the parent/caregiver of the Student. Living in the Boarding School Facility is prohibited without concluding the utility costs payment agreement.
- 2.4 It is possible to live in a room alone if there are available rooms, on the basis of the parent's application and at a special price (place fee approved by the Principal's Directive).

### **3. DEPOSIT**

- 3.1 A deposit of **fifty (50) euros** must be paid before concluding the contract for use. The deposit is intended to cover the costs that the Student may incur for the Boarding School Facility.
- 3.2 Upon leaving the Boarding School Facility, interest on arrears, unpaid invoices for accommodation, damaged or lost property and furniture, and, if necessary, cleaning costs will be deducted from the deposit. If the room is transferred in an uncleaned state, fifteen (15) euros will be deducted from the deposit, or, if deep cleaning is necessary, according to the actual cost.
- 3.3 If there are no debts and obligations, the deposit shall be paid in full to the bank account indicated in the application for a place, within thirty (30) days after the termination of the contract for use. Withholding amounts from the deposit and the return of the deposit are carried out by the accounting of the Ministry of Education and Research on the basis of a proposal from the Cost Manager.
- 3.4 The deposit may be returned on the basis of a parent's application due to a difficult financial situation (on the basis of proof of family income).

### **4. PAYMENT**

- 4.1 The place fees of the Boarding School Facility are established by the Principal's Directive. Utility costs (water, electricity, heating) and use of bed linen (duvet cover, linen, pillowcase, bath towel and hand towel) are included in the place fee.
- 4.2 The administrator submits the Boarding School Facility invoice submission to the Cost Manager by the last day of the current month. The invoice will be sent to the e-mail address of the Student and/or parent within seven (7) working days of the following month.
- 4.3 The invoice is due by the date indicated on the invoice.
- 4.4 In the case of internships and other long-term absences from the Boarding School Facility, an application for retaining the place (Annex 4) shall be submitted. Upon submission of the application and meeting the requirements set out in clause 6.16 of the Rules, the Student is released from the payment of the place fee.
- 4.5 If the Student is absent for more than fifteen (15) days a month due to illness, an invoice for half the place fee will be prepared on the basis of a medical certificate.

- 4.6 In order to apply the place fee discounts to the students, the course leader prepares an application twice a year (by 31 August and 31 January) to the study secretary within ten (10) working days after the expiry of the term.
- 4.7 A student who follows the internal rules established by the school pays for the place at the Boarding School Facility according to the price list established in the Principal's Directive.

## **5. BOARDING SCHOOL FACILITY RULES OF PROCEDURE**

- 5.1 The Student follows the general rules of ethics and conduct at the Boarding School Facility. The Student refrains from activities that disrupt the general order of the School and the Boarding School Facility, that prevent other Students and staff from fulfilling their responsibilities or which may damage the reputation of the School.
- 5.2 All Students enter and leave the Boarding School Facility through the main entrance.
- 5.3 Inventory is approved for each room and is made available to the Student on the basis of an instrument (Annex 3).
- 5.4 The Boarding School Facility is open from 7.00 to 8.30 and 14.00 to 22.00. Entrance into the building after 22.00 is by special agreement.
- 5.5 During the study period from 8.30 to 14.00, the Boarding School Facility is closed and staying in the rooms is prohibited. Students who do not receive a school lunch allowance can enter the Boarding School Facility between 11.40 and 12.20.
- 5.6 Students are obliged to leave the Boarding School Facility to start their studies no later than 8.25.
- 5.7 Guests are allowed to stay in the Boarding School Facility until 20.00 (see clause 6.6).
- 5.8 Quiet hours are from 23.00 until 6.00. Noise, loud playing of musical instruments, violation of the quiet hours, and any other activities that disturb fellow residents are prohibited in and around the Boarding School Facility. During the quiet hours, Students at the Boarding School Facility are required to stay in their rooms.
- 5.9 It is forbidden to enter the Boarding School Facility while under the influence of alcohol, narcotics or toxic substances. The introduction, consumption and distribution of alcoholic beverages and intoxicating substances is also prohibited, as well as being on the premises of the Boarding School Facility while under the influence of alcohol and intoxicating substances.
- 5.10 Smoking (including e-cigarettes, chewing tobacco, snus, hookahs, etc.) is not allowed in

the Boarding School Facility.

5.11 Internet connection is switched off in the Boarding School Facility from 00.00 to 6.00.

5.12 Watching TV after 22.00 is by special arrangement.

5.13 Driving and parking motor vehicles on sidewalks and in green areas is prohibited.

Vehicles must be parked in the parking lot and the vehicle must be registered with the administrator.

## **6. RIGHTS AND OBLIGATIONS OF RESIDENTS OF THE BOARDING SCHOOL FACILITY**

6.1 The student undertakes to comply with the requirements of the Boarding School Facility utility costs payment agreement, internal rules, and fire safety.

6.2 In the event of fire, the rescue service (telephone 112) must be notified immediately, followed by notifying the administrator. A fire alarm system is installed in the entire building of the Boarding School Facility. Each floor has two (2) fire extinguishers and a fire hose. In the event of fire, the Student is obliged to immediately follow the escape route to the exit and leave the Boarding School Facility (an evacuation plan is available at the door of each room). When leaving the building, gather in the front square of the Boarding School Facility where the census will take place.

6.3 The Student has a duty to maintain the property at their disposal, to prevent its destruction or damage through their own fault or that of a third party. In the case of damage to property or premises caused intentionally or due to negligence, the Student undertakes to provide compensation for the damage. Both Students living in the room are proportionally responsible for the inventory in the room. If the guilty party is not identified, the Students in the area of responsibility (room, section, corridor) or the Students in the whole house are held responsible.

6.4 The relocation of a Student to another room takes place with the permission of the administrator of the Boarding School Facility.

6.5 On weekends, the Student is allowed to stay in the Boarding School Facility by registering with the administrator by Thursday evening in the following cases:

- participation in a School event held over the weekend;
- during the internship;
- under special agreement, taking into consideration the distance from home, transport between home and School, and the Student's financial situation.

- 6.6 The Student has the right to receive guests from 14.00 to 20.00. The guest will be registered in the guest book with the administrator. The guest must be in the same room as that indicated in the guest book. The Student is responsible for any damage caused by their guest. During their stay, guests must adhere to the rules of the Boarding School Facility. A ban on visiting is imposed on guests who violate the internal rules of the Boarding School Facility.
- 6.7 The Student is obliged to keep their room, sanitary room, kitchen and public areas clean and tidy at all times. Waste is disposed of in a designated waste container.
- 6.8 The Student is obliged to make sure that the windows are open only in the ventilation position. When leaving the premises, all the windows must be closed.
- 6.9 The Student is obliged to perform an intensive cleaning of the room at their disposal at least twice during the academic year (in October and at the end of the academic year).
- 6.10 The Student has the right to watch TV in the lounge on the 2nd and 4th floors. The last person watching TV is also obliged to switch it off.
- 6.11 The Student has the right to use the computers on the 3rd and 5th floors. At 23.00, the last person using the computer is also obliged to turn it off.
- 6.12 Meals are prepared in the shared kitchens on the 3rd and 4th floors from 7.00 to 8.00 and from 14.00 to 21.30. Cooking is immediately followed by washing the dishes, cleaning the stove and its surroundings, the work surfaces, the sink and the dining table, and, if necessary, the floor surface as well. Electrical equipment and ceiling lights must be switched off. The kitchen closes at 22.00.
- 6.13 Dry food ingredients must be properly packaged and can be stored in the Student's room or in the kitchen cupboard. Perishable food is stored packaged in kitchen refrigerators, marked with a name or room number. Always monitor the shelf life of food, do not store spoiled or expired food.
- 6.14 When leaving the Boarding School Facility, the Student is obliged to make the bed, put their clothes in the closet, clean the desk, turn off the lights, turn off any electrical equipment and electronics, close the water taps and windows, and lock the door. The Boarding School Facility is not responsible for personal belongings lost due to the Student's negligence. The Student notifies the administrator of their departure.
- 6.15 During lessons, staying on the premises of the Boarding School Facility is forbidden.
- 6.16 Upon starting a study break or internship, the Student returns the property and room key

taken for personal use, and tidies up the room (floor washed, walls, furniture and window sills cleaned, cabinets, drawers and laundry emptied, doors and windows washed, toilet, sink and shower enclosure cleaned), leaving no foodstuffs behind.

- 6.17 If the Student leaves without handing over the room and property and without removing their personal belongings, a report on the items left in the room will be prepared in the presence of two administrators, the contract will be terminated by the school and the deposit will not be refunded. The room will be vacated, and the Student's personal belongings will be deposited for three months, after which the property will be disposed of.
- 6.18 The use of additional electrical or electronic equipment in the rooms must be agreed with the administrator.
- 6.19 Before the contract expires or is terminated, the Student must:
- resolve any debts and liabilities to the Boarding School Facility;
  - hand over to the administrator the clean, tidied rooms together with the furniture and other property.
- 6.20 In case the room key is lost, the administrator must be notified immediately. If the key is not found within two working days, the person responsible will pay fifteen (15) euros on the basis of an invoice.

## **7. PROHIBITED AT THE BOARDING SCHOOL FACILITY:**

- 7.1 Smoking, bringing in, possessing, consuming and distributing alcohol, narcotics and toxic substances, and being on the premises of the Boarding School Facility while under the influence of alcohol or intoxicating substances.
- 7.2 Damaging the room walls, ceilings, floors, doors, window sills, drilling holes, putting up pictures, posters, etc.
- 7.3 Gambling for money.
- 7.4 Bringing in and storing firearms and cut-and-thrust weapons and dangerous substances in the Boarding School Facility.



- 7.5 Use of candles and other open flames.
- 7.6 Noise, loud playing of musical instruments, disturbing the study, rest, quiet hours and daily life of fellow students at any time of the day.
- 7.7 Eating and drinking in the computer and lounge areas.
- 7.8 Bringing pets and domestic animals to the Boarding School Facility.
- 7.9 Storing clothing, footwear and food on the windowsill, both inside and outside the room.
- 7.10 Damaging the fire equipment and fire alarm systems or using them without cause.
- 7.11 Taking into personal possession the furniture, property and other inventory in the common areas of the Boarding School Facility.
- 7.12 Unauthorised installation and use of electrical equipment.
- 7.13 Leaving electrical equipment unsupervised, repair and relocation of communication, computer, electrical and television wiring by the Student.
  
- 7.14 Opening the escape doors for non-intended purposes.
- 7.15 Littering on the premises of the Boarding School Facility and its surroundings.
- 7.16 Relocating inventory from one room to another (or the corridor).
- 7.17 Preparing meals in the room.
- 7.18 Using the premises for commercial purposes (business, manufacturing, etc.).
- 7.19 A Student who is a minor (under 18 years of age) may leave the Boarding School Facility for the night only with the written permission of the parent, which shall be submitted to the administrator in advance. If the minor does not arrive at the Boarding School Facility by 22.00, the administrator will inform the parents or the police.
- 7.20 Causing injury to oneself or others by using physical force or other means, including activities that require medical training (piercing, tattooing, etc.).

## **8. RIGHTS AND OBLIGATIONS OF THE ADMINISTRATOR OF THE BOARDING SCHOOL FACILITY:**

- 8.1 Monitoring and requiring the Students to comply with the internal rules of the Boarding School Facility.
- 8.2 In the case of suspicion of alcohol intoxication, the administrator has the right to take measures to detect intoxication.
- 8.3 Calling the police if a Student is suspected of using or possessing alcohol, narcotics or toxic substances.

- 8.4 In case of doubt, checking the items accompanying the Student.
- 8.5 If alcohol is found, disposing of it immediately in the presence of the person who possessed it.
- 8.6 If necessary, checking the condition and cleanliness of the room, sanitary room and lockers in the presence of the Student.
- 8.7 Setting a common sanitary day.
- 8.8 In order to verify compliance with the internal rules of the Boarding School Facility, the administrator has the right to visit any of the rooms and premises.
- 8.9 At 23.00 there is a student attendance check, on the basis of which the attendance table/diary is filled in.
- 8.10 Sending the Students off to School in the morning.
- 8.11 At the end of the shift, the administrator will submit a signed report to the Cost Manager.

## **9. MEASURES TO BE TAKEN IN THE EVENT OF NON-COMPLIANCE WITH THE INTERNAL RULES**

- 9.1 If the utility costs invoice is not paid for more than two months, the school may terminate the utility costs payment agreement without advance notice.
- 9.2 In the event of causing physical injury to a fellow Student, alcohol consumption, intoxication, smoking, extortion, theft, possession and consumption of narcotics and toxic substances, use of an emergency exit (except in the case of a fire alarm) and violation of fire safety rules, the Student will be immediately expelled from the Boarding School Facility.
- 9.3 Malicious destruction (ruining) of the premises and equipment and the property of a fellow Student must be compensated by the offender(s) and, as a punishment, the person(s) who caused the damage will lose their place in the Boarding School Facility.
- 9.4 In the case of a violation of the internal rules established by the School, the Student will lose the accommodation place fee discount as of the date specified in the Principal's Directive.
- 9.5 In the event of non-compliance with the provisions of the Rules, the situation and the extent of the violation shall be taken into consideration. When determining the punishment, the Student's academic results, behaviour and attitude to the given violation are also taken into account.
- 9.6 The Student expelled from the Boarding School Facility as a punishment is not allowed to visit the premises during the punishment period.

9.7 A student who is expelled from the Boarding School Facility by the Principal's Directive may return only on the basis of a decision of the study committee.

# Application for a place in the boarding school facility

Please provide a place at the boarding school facility from  
“.....” .....to  
“.....” .....

## Student information

Name .....  
/in block letters, in clear writing/  
Personal identification code.....  
Course.....  
Course supervisor.....  
Telephone number.....

Home address.....  
.....

## Parent/caregiver information: (name, telephone, e-mail address)

Mother.....  
.....

Father.....  
.....

Invoice payer information:(personal identification code, address, telephone, e-mail address, bank account number)

.....  
.....  
.....  
.....  
.....

The information I have provided is correct. If any of the data changes, I will provide notification of it immediately.

Student’s signature  
.....

Deposit of 50 euros has been paid: “.....” .....

Allowed place at the boarding school facility in room No. ....  
Contract No.....

Senior administrator  
.....

**UTILITY COSTS PAYMENT AGREEMENT No. ###AGREEMENT\_NO###**

In Valga ###BEGINNING\_OF\_AGREEMENT###

VALGA COUNTY VOCATIONAL TRAINING CENTRE (hereinafter SCHOOL), represented by the person authorised by the Principal, Cost Manager Maarja Adamson on the one hand and resident ###NAME\_OF\_RESIDENT### personal identification code ###PERSONAL\_ID\_CODE\_OF\_RESIDENT### (hereinafter Resident) on the other and parent/caregiver (in the case of a minor under 18 years of age) ###NAME\_OF\_REPRESENTATIVE### personal identification code ###PERSONAL\_ID\_CODE\_OF\_REPRESENTATIVE### place of residence ###PLACE\_OF\_RESIDENCE\_OF\_REPRESENTATIVE### as the third party (hereinafter the Parties), have entered into this utility costs payment agreement (hereinafter the Agreement) as follows:

**1. GENERAL PROVISIONS**

1. The Parties shall be guided by this Agreement and the applicable legislation governing the provision of property.
2. According to the Agreement, the School, as the possessor of the property, provides the Resident the right to use the property that is the object of the Agreement for a fee.
3. The School shall use the property which is the object of the Agreement on the basis of the right of ownership.
4. The Resident guarantees the preservation, purposeful use, maintenance and timely return of the property given to them for use.
5. The Agreement is valid until ###END\_OF\_AGREEMENT###

**2. OBJECT OF THE AGREEMENT**

1. The object of this Agreement is the property belonging to the School, which consists of a room and public premises and the inventory located in them. The object of the Agreement is located at Loode 3, Valga, room number ###ROOM\_NO###. The condition of the property is specified in the instrument of delivery and receipt of the premises and property, which is an integral part of the Agreement.
2. The Resident has the right to use the property which is the object of the Agreement during the term of residence in accordance with the internal rules of the boarding school facility.

**3. ENTRY INTO FORCE**

1. This Agreement shall enter into force upon signature by the Parties.

**4. UTILITY COSTS PAYMENT**

1. The amount to cover utility costs is ###MONTHLY\_FEE### euros.
2. The amount of utility costs is specified in clause 4.1 of the Agreement. Utility costs include utilities and maintenance provided during the accommodation period: water and sewerage, electricity, heat (heating and hot water, bed linen washing, maintenance of public areas, maintenance and repair work).
3. The School may unilaterally change the amount of utility costs once a year with one month's advance notice.
4. The School notifies the Resident in writing at least one month in advance.

**5. OBLIGATIONS OF THE PARTIES****1. The School undertakes to:**

- a) make the property which is the object of the Agreement available to the Resident;
- b) guarantee the utilities necessary for the use of the property and ensure the supply of electricity;
- c) to make another equivalent property available to the Resident if the object of the Agreement becomes unusable for reasons not resulting from the Resident, except for the renovation of the boarding school facility and in the case specified in clause 8.3 of the Agreement.

## **2. The Resident undertakes to:**

- a) use the property which is the object of the Agreement in accordance with the internal rules of the boarding school facility and allow the School representatives access to all premises without hindrance;
- b) refrain from damaging the property provided for use as well as the electricity and heating system;
- c) follow the orders and precepts of the representative of the School as well as the established internal rules, fire safety rules and other rules of accommodation;
- d) keep the provided property in a sanitary condition;
- e) immediately notify the representative of the School of any accidents, fires, etc. that have occurred in the premises, and to take immediate measures to eliminate the accidents and their consequences;
- f) be materially liable for the property transferred to them and to compensate for damage caused by their fault;
- g) return the property on the day of expiry or early termination of the Agreement at least in the condition in which it was received, taking into account normal wear and tear;
- h) pay the invoices submitted by the School by the due date specified in the invoice;
- i) inform at least ten (10) days in advance of the early termination of the Agreement;
- j) not transfer property to other persons without the written consent of the School;
- k) pay half of the established utility costs if the conclusion or termination of the Agreement takes place in the middle of the month and the period of use of the boarding school facility was less than fifteen (15) days.
- l) pay fifteen (15) euros in the case of losing the key.

## **6. RIGHTS OF THE PARTIES**

### **1. The School has the right to:**

- a) demand from the Resident the fulfillment of the obligations specified in the Agreement;
- b) inspect the purposeful use of the property which is the object of the Agreement, its preservation and maintenance and, if necessary, to issue the relevant mandatory precepts;
- c) if necessary (in case the maintenance of the premises is not guaranteed by the Resident), order a cleaning service, the cost of which is added to the invoice for the payment of utility costs;
- d) terminate the Agreement early if the provisions of clause 8.2 become evident;
- e) demand interest on arrears for unpaid invoices on utility costs in the amount of 0.15% of the unpaid amount per day;
- f) start calculating the interest of arrears from the day following the due date and to terminate the calculation upon payment of the respective amounts by the Resident;
- g) in the event of late payment of an invoice, any payment by the Resident will first eliminate the interest on arrears that resulted from the late payment, and only then will the remaining amount paid by the Resident be used to eliminate the late payment.

### **2. The Resident has the right to:**

- a) demand from the School the fulfillment of the obligations specified in clause 5.1 of the Agreement;

## **7. LIABILITY OF THE PARTIES**

1. The Parties shall bear full material responsibility for non-compliance with the terms of the Agreement.
2. If the person who caused the damage cannot be identified, all users of the premises shall be liable to provide compensation for the damage in equal parts.
3. The School is not responsible for non-preservation of the Resident's property in the room allocated to the Resident.
4. In case of non-preservation of the Resident's property stored in the public premises, the Resident shall be jointly and severally liable with other Residents.

## **8. AMENDMENT AND TERMINATION OF THE CONTRACT**

1. The terms of the Agreement may be amended only by mutual written agreement of the Parties.
2. The School has the right to demand an early termination of the Agreement if:
  - a) The Resident uses the property for improper purposes or has made the property available to other persons without the consent of the School;
  - b) The Resident has damaged the property, either intentionally or through negligence;
  - c) The Resident has not paid the invoices submitted by the School for a period of two (2) months;
  - d) The Resident is expelled from the School;
  - e) The Resident does not follow the rules specified in the Agreement, instructions or other requirements applicable to a student of the School.
3. The Resident has the right to demand early termination of the Agreement if the property which is the object of the Agreement proves to be unusable due to circumstances for which the Resident is not responsible.
4. If the boarding school facility wishes to vacate the premises for a temporary period (expiry or early termination of the Agreement), it must notify the Resident at least fifteen (15) days in advance.
5. Upon expulsion from the boarding school facility on the basis of Article IX, clause 2 of the Internal Rules, the Resident shall vacate the premises used by them (in accordance with the requirements of Article VI, clause 16) by the date specified in the Principal's Directive.
6. If the Resident has not transferred the property by the date announced in advance by the boarding school facility, the representative of the latter has the right to act as follows:
  - a) enter the premises used by the Resident in the presence of witnesses;
  - b) vacate the premises from the personal belongings of the Resident, taking them into their possession until they are handed over to the owner, guaranteeing their preservation within three (3) months from the date of expiry of the Agreement. Upon deposit and transfer of property, the respective deeds shall be prepared and confirmed with the necessary signatures.
7. If the Resident refuses to vacate the premises despite the prior notice or prevents the vacancy of the premises, the boarding school facility has the right to use measures to vacate the premises which are not in conflict with the laws of the Republic of Estonia.

## DETAILS OF THE PARTIES

School  
**Valga County Vocational  
 Training Centre**  
[Reg. No.: 70005571](#)  
 address: **Loode 3, 68206, Valga**  
 bank account 10220034796011  
 recipient: Ministry of Finance  
 reference number: 2100010529  
 explanation: invoice number  
 Maarja Adamson, Cost Manager

Student  
 name:  
 ####NAME\_OF\_RESIDENT###  
 personal identification code:  
 ####PERSONAL\_ID\_CODE\_OF\_R  
 ESIDENT###  
 address:  
 ####PLACE\_OF\_RESIDENCE\_OF\_  
 RESIDENT###

Parent/caregiver (in the case of a  
 minor under 18 years of age)  
 name:  
 ####NAME\_OF\_REPRESENTATIVE  
 ###  
 personal identification code:  
 ####PERSONAL\_ID\_CODE\_OF\_RE  
 PRESENTATIVE###  
 address:  
 ####PLACE\_OF\_RESIDENCE\_OF\_  
 RESIDENT###

signature:

signature:

signature:

INSTRUMENT

###BEGINNING\_OF\_AGREEMENT### concluded

together with the boarding school facility’s utility costs payment agreement.

INSTRUMENT

I

Valga County Vocational Training Centre, represented by the Cost Manager, and the Resident, hereby confirm that ###BEGINNING\_OF\_AGREEMENT### the room No. ###ROOM\_NO### at the boarding school facility located at Loode 3 was in the condition as described below:

- 1. Ceilings, walls, floors, windows.....
- .....
- .....
- .....
- 2. Doors .....
- ..... 3.
- Built-in furniture and appliances (rooms 205, 208, 305, 405).....
- .....
- .....
- 4. Furniture and inventory:
- Bed .....
- Bed linen compartment .....
- Table .....
- Drawers on wheels .....
- Chair .....
- Wardrobe .....
- Ceiling light .....
- Roman curtains .....
- 5. Shower room and toilet: .....
- Shower curtain .....
- Soap dish .....
- Sink .....
- Cupboard .....



Towel rack .....  
Clothes rack .....  
Toilet .....  
Toilet paper holder .....  
Small sink .....  
Dustbin .....  
Mirror .....

**II**

This agreement has been read by the parents/caregivers of the Resident under the age of 18:

###BEGINNING\_OF\_AGREEMENT###, signature

**III**

This instrument is drawn up in two copies.

**IV**

This instrument enters into force from the moment of signing and is valid until the end of the current academic year or until the Resident leaves the school or boarding school facility.

**V**

Date of conclusion of the Agreement ###BEGINNING\_OF\_AGREEMENT###

**VI**

Amendments

.....  
.....  
.....  
.....

Details of the Parties:

Cost Manager:

Resident:

.....  
Valga County Vocational Training Centre

.....

**Retaining a place at the boarding school facility**

Accompanying the boarding school facility's utility costs payment agreement.

I will be absent due to an internship for the period .....and  
wish to retain a place at the boarding school facility.

I confirm that I will vacate the place for the internship period in accordance with the requirements specified  
in clause 6.16.

Name .....

Study group.....

Room number .....

Signature:

.....

Date:

.....

INSTRUMENT

###TERMINATION\_OF\_AGREEMENT### concluded

together with the boarding school facility's utility costs payment agreement.

INSTRUMENT

I

Valga County Vocational Training Centre, represented by the Cost Manager, and the Resident, hereby confirm that ###TERMINATION\_OF\_AGREEMENT### the room No. ###ROOM\_NO### at the boarding school facility located at Loode 3 was in the condition as described below:

- 1. Ceilings, walls, floors, windows.....  
.....  
.....
- 2. Doors ..... 3.
- Built-in furniture and appliances (rooms 205, 208, 305, 405).....  
.....
- 4. Furniture and inventory:  
Bed .....  
Bed linen compartment .....  
Table .....  
Drawers on wheels .....  
Chair .....  
Wardrobe .....  
Ceiling light .....  
Roman curtains .....
- 5. Shower room and toilet: .....  
Shower curtain .....  
Soap dish .....  
Sink .....  
Cupboard .....

Towel rack .....  
Clothes rack .....  
Toilet .....  
Toilet paper holder .....  
Small sink .....  
Dustbin .....  
Mirror .....

**II**

This instrument is drawn up in two copies.

**III**

Date of conclusion of the Agreement ###TERMINATION\_OF\_AGREEMENT###

**VI**

Decisions

.....  
.....  
.....  
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Details of the Parties:

Administrator:

Resident:

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Valga County Vocational Training Centre

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After the elimination of deficiencies and debts, the deposit shall be transferred to the bank account number indicated in the application for a place.

Proposal submitted: .....

Cost Manager:

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