



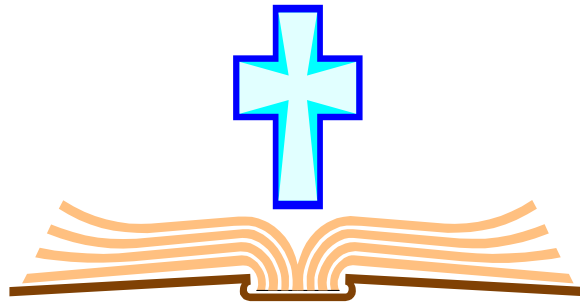
2023-24 HANDBOOK
for
Full Time Single & Commuter Students
in
Kelly Hall & Melzoni-Alumni Apartments

STUDENT LIFE DEPARTMENT
CLEAR CREEK BAPTIST BIBLE COLLEGE
300 Clear Creek Road
Pineville, KY 40977
606-337-3196

Revised – June 2023

MISSION STATEMENT

Clear Creek Baptist Bible College exists to provide educational preparation for adults called of God into Christian service.



INSTITUTIONAL OBJECTIVES

- 1. Nurture God-called students as they prepare for the Lord's work.**
- 2. Provide a quality Bible-based education with an emphasis on practical Christian service.**
- 3. Initiate and maintain cooperative relationships with individual Christians, churches, associations, and conventions.**
- 4. Manage human, physical, and financial resources guided by biblical principles.**

EXPECTATIONS AND RULES

All expectations & rules apply to single students & commuters living in Kelly Hall and Melzoni-Alumni Apartments

RESIDENCE LIFE

Resident life in Kelly Hall & Melzoni-Alumni Apartments is meant to provide not only a place for sleep and study but also an environment for personal growth of the student in all areas of his or her life. Learning to live in a community with appropriate interactive skills is a vital aspect of college education.

RESIDENCE LIFE - STAFF

While much of the growth process during college happens on its own, the residence hall staff has been selected and trained to help maximize the potential of the residence experience. Through providing leadership experiences for others, Bible studies, social activities, personal counseling, and other activities, the residence hall staff helps the college achieve its goal of educating the whole person.

Resident Assistants (RAs) are student members of the residence hall staff. They are selected because of their desire and ability to serve their fellow students. As staff members, RAs serve as examples, communicators, and catalysts for ideas and activities for our campus. Those interested in becoming a RA can apply through the Financial Aid office.

GENERAL DISCIPLINARY GUIDELINES

| | |
|----------------|--------------------------------|
| First Offense | • Written Warning |
| Second Offense | • Disciplinary Probation |
| Third Offense | • Eviction from Campus Housing |

See Guidance and Discipline, p. 36-38 in the Student Handbook, for a more details.

GENERAL RESIDENT INFORMATION

Tampering with college property is prohibited. Fire equipment is to be used only for intended purposes. Because of potential damage to people and property, playing sporting-type events, throwing balls or other objects, general rowdiness or roughhousing in the buildings is prohibited. For similar reasons, water fights and the use of bicycles, skateboards, roller skates and roller blades are also prohibited inside college buildings. Violation of the above guidelines will result in fines, damage charges, and disciplinary measures. General standards of conduct are addressed in the Student Handbook and should be followed.

DECORATING AND ALTERING ROOMS

Personalization in decorating is encouraged. However, residents are expected to accept the responsibility for the maintenance of their rooms and for damages and replacement of missing items. Items that advertise or suggest themes contrary to the values and standards of Clear Creek are not to be displayed in student rooms or on college property.

Adequate furniture is provided in each room. **Furniture that is provided with the room must remain in the room; there are no storage facilities for furniture.** Space is limited, therefore no furniture (other than a bookshelf and chair) is permitted to be moved into student rooms. All personal furnishings must comply with state fire safety codes and must be removed when vacating student housing. Any furniture left after checkout becomes the property of Clear Creek and may be disposed of as the college sees fit. Excessively heavy items are not permitted in student rooms. Room clutter should be kept to a minimum.

Hanging items on walls must be done in such a way as to not damage the wall or paint.. **Two sided adhesive tape such as “3M Command Strips/Hooks” or any similar two sided adhesive tape is prohibited on the walls** but is allowed on the back of the door and side of the wardrobe. Clear scotch tape (not packing tape) is recommended for hanging posters on walls. Thumb-tacks and small nail hooks can be used to hang items on walls but not on doors, door frames, furniture and etc. Heavy items should not be mounted on the walls. Posters, signs, and etc. are not permitted on the outside of door. See Director of Student Life for guidance. Residents will be charged for damage to room walls, windows, and doors.

Students are prohibited from making "home improvements" to college property without the written approval of the Director of Student Life. This includes, but is not limited to such things as painting walls or furniture, altering furniture, attaching cupboards or shelving to walls, replacing flooring, etc. Painting or making other changes without written approval will result in loss of security deposit and possibly additional fines for repair. Any improvement made to college-owned housing becomes the property of the college.

DAMAGES

Residents will be financially liable for any damage they inflict upon college property. Other disciplinary measures may also be taken.

ROOM CHANGES

All room changes must be cleared through the Director of Student Life. If a room change is approved, students making a room change will be assessed a \$20.00 fee that must be paid in advance. Room changes will only be approved under certain circumstances.

KEYS AND LOCKS

Room keys will be issued when students check in. The keys must be returned at the end of the college year or when checking out. Failure to return keys when checking out results in a charge of \$15.00 per key. Lost keys should be reported to the Director of Student Life immediately. The cost for the replacement of a lost key is \$15.00 each. Students are not permitted to duplicate room keys.

QUIET HOURS

There are some responsibilities which students living in academic communities have for one another. The close proximity of living quarters requires that certain hours be regarded as "quiet hours." The designated "quiet hours" are from 10:00 p.m. to 7:00 a.m. During this time conversation, music, musical instruments, and televisions are to be held at a level that cannot be heard outside of the room.

During non-quiet hours one's neighbors should be respected. If music or other noise can be heard outside a student's room he or she may be asked to turn it down. Students desiring to listen to loud music are encouraged to use headphones. See Entertainment and Musical Instrument policy on p.8 for more information.

It is hoped that students will be able to work out any breach of this mutual respect for one another among themselves. Failure to resolve problems in an agreeable fashion may result in disciplinary action.

CURFEW

Students are not under a curfew. Student are expected to be responsible with their time and may face disciplinary action for irresponsible dorm life. All dorm students who leave for the weekend or an overnight stay off campus must inform their RA.

VISITATION

Except for move-in or move-out purposes, individuals are not to enter the living areas of the opposite sex without prior, explicit permission of the Director of Student Life.

Students and non-student visitors are not permitted in living areas of students of the opposite sex. Any student found in a room of the opposite sex for any reason, without authorized permission, will be subject to disciplinary action. See *Student Handbook* guidelines for proper interaction between males and females.

Visitation in Kelly Hall is limited to the second floor Rec. Room, first floor Dining Room, upper and lower Porch, front Lawn and front Parking Lot. Ladies can visit in Kelly Hall until 12:00 a.m. each night. **Except for move-in or move-out purposes, ladies are never allowed to visit our single men in their dorm rooms or hallways.** An RA must be on duty in each residence hall during these times. The RA conducts rounds in the building and monitors student interactions. All guidelines in the *Student Handbook* pertaining to dating and relationships must be observed as well as the following when females are visiting Kelly Hall:

- Rec. Room – Lights must be on when males and females are together in Rec Room.
- Study Rooms - Males and Females are not allowed together in the study rooms.
- Telephone Room - Males and Females are not allowed together in the Telephone room.

Visitation at Melzoni-Alumni Apartments is limited to the lower porch, front lawn and front parking area of Melzoni-Alumni Apartments. Visitation hours for Melzoni-Alumni are the same as Kelly Hall, Men may visit at Melzoni-Alumni until 12:00 a.m. each night. **Except for move-in or move-out purposes, men are never allowed to visit our single ladies in their apartments, on the upper balcony or on the stairs of the apartment building.** Men are not allowed behind the building or on either side of the building. This includes the stairwells and upper balcony.

Roommates, hall-mates and RA's are responsible to confront visitation violations that occur in their room or residence hall. All persons who are in the room during a visitation violation are subject to disciplinary action as outlined above.

Married students are permitted visit Kelly Hall / Melzoni-Alumni Apartments during visitation hours, however they must abide by all applicable policies. Visitation hours may be extended for movie/game nights or other special activities with permission of Student Life Directors.

GUESTS ON CAMPUS

Guests are permitted in Kelly Hall and Mel/Alum Apartments only if they are invited and accompanied by a resident. Visitation guidelines (above) must be followed. All non-residents are expected to leave campus by 12:00am each night. Personal guests should not be given a key or key card access to the building. Guests may occasionally stay overnight with prior approval of the Director of Student Life. Students must register overnight guests with the Director of Student Life at least 24 hours in advance or they will have to pay a fee for the guests stay. The host student must inform their RA and is responsible for their guest observing all college regulations. All guests will be required to adhere to all the requirements of Clear Creek while staying on campus.

ALCOHOL, TOBACCO, VAPING, NARCOTICS OR ILLEGAL DRUGS

No student is permitted to use tobacco, E-Cigs, vapor, alcohol, non-alcoholic beer, wine, intoxicants, narcotics, or habit-forming drugs in any form in or around any campus facilities or campus grounds. See *Student Handbook* for more details.

ROOM INSPECTIONS

The RA or another member of the residence hall staff will conduct room inspections on the first Thursday of every month. Residences are to be orderly and clean. There will be no unannounced room inspections. Directors will inspect RA rooms. A residence that fails to meet the following requirements will result in the following disciplinary action:

These are the requirements that must be met to pass inspections:

1. **Rooms must be free from excessive clutter and personal items must be neat and orderly. This is a health, safety and maintenance issue.**
2. **Bed must be clean and orderly**
3. **Sink & Mirror must be clean**
4. **Furniture must be dusted and orderly**
5. **Floor swept / Rugs and carpet vacuumed**
6. **All food stored in proper air tight containers**
7. **Trashcan must be emptied (with new bag in can)**
8. **Room free of foul odors**
9. **All suite residents (Melzoni) are responsible for the cleanliness of all common areas.**

Fines for Failed Room Inspections:

| | |
|----------------|--|
| First Offense | • Warning (in writing)/ Re-inspection within 24 hrs. |
| Second Offense | • Weekly room checks (Director will be checking room as well) |
| Third Offense | • \$10.00 Fine (paid in Student Life office) and meeting with Director of Student Life. |
| Fourth Offense | • \$25.00 Fine (paid in Student Life office) and meeting with Dean over Student Affairs. |
| Fifth Offense | • Referral to Dean for possible removal from student housing. |

Failure to pay fines within 24 hours will result in further disciplinary action.

Although room inspections are only done on a **monthly basis**, rooms are expected to be kept orderly and clean at all times as a general rule. If a room is found to be exceptionally dirty or unsanitary at any other time, the student will be notified to clean it or face a fine. **Fines will reset at the beginning of each semester.**

Appeal Process for Fines

If a student feels the fine they have received is unfair, they must first talk to the RA who issued the fine. If the situation is unable to be resolved between the student and the RA, then the final appeal may be made to the Director of Student Life, but this should be seen as a last resort.

RIGHT TO ENTER

Although the college will make every effort to be sensitive to your need for privacy, it reserves the right for authorized college personnel to enter any campus residence room for the purpose of health or other inspection, repairs, or other official business. If at any time there is reason to believe that an occupant is using his or her residence in a manner inconsistent with school policies, a search may be made by a college representative to gather evidence for use in school disciplinary proceedings.

STUDENT HOUSING – KELLY HALL AND MELZONI-ALUMNI APARTMENTS

The Director of Student Life reserves the right to consolidate empty spaces within the building or make reassignments when vacancies occur during the semester, summer or winter breaks and summer school.

Semester Housing

Semester housing for full-time new students begins the Saturday before orientation week and ends the weekend of finals week (17 weeks). New students moving into campus housing must pay the required housing application fee of \$50 and a refundable housing security deposit of \$100 (\$50 for commuters) as well as one-fourth of the estimated semester charges before keys are issued. Semester housing is charged to student's account.

Semester housing for full-time returning students begins the Saturday, before classes begin and ends the weekend of finals week (16 weeks). Returning students may move in only if their student account balance is zero. A refundable housing security deposit of \$100 (\$50 for commuters) as well as one-fourth of the estimated semester charges must be paid before keys are issued. Semester housing is charged to student's account.

Fall Reservations must be made with the Director of Student Life and a \$25.00 reservation deposit paid by the end of spring semester in order to reserve a room for the following fall semester. The deposit will be applied to the student's account for college expenses upon enrollment for the fall semester. The Student Life Director must be notified in writing by July 1 if student plans not to return or deposit will be forfeited. Students who make a fall reservation but fail to pay this deposit by the end of spring semester will be charged a non-refundable \$25.00 reservation fee due prior to receiving housing for the fall semester. Students who stay in campus housing for the summer are not required to pay the \$25 reservation deposit for the fall semester. Failure to complete this fall reservation process, as stated above, will result in re-application for student housing and payment of a \$50 non-refundable fee.

Spring Reservations must be made with the Director of Student Life by November 15 (prior to the end of the fall semester) in order to reserve a room for the following spring semester. There is no fee for spring reservation.

Students do not have to vacate their rooms for holidays, fall and spring breaks, or winter break.

Summer/Winter Housing

Summer Reservations must be made with the Director of Student Life by April 15. Summer rent (May, June, July, August) is \$75 a week and residents are responsible for paying their rent online or in the Business Office at the beginning of each month. Summer rent cannot be charged to student account. It is an out of pocket expense. Summer dorm residents will be required to participate in cleaning the common areas each week as needed. Winter rent for three weeks (\$75 a week) will be charged to students account at the beginning of the Fall semester.

Reservation Forms are found in the back of this handbook.

VACATING STUDENT HOUSING / CHECK-OUT POLICY

If a single student is vacating campus housing before they graduate, they must give a 30-day written notice to Student Life. Check-out policy is as follows: student must first clear business office during business hours, clean their room thoroughly, have a check-out inspection completed by Student Life during business hours unless previous arrangements are made, and turn in room key (replacement key charge is \$15.00). If their room is left in satisfactory condition and check-out procedures are followed, they will receive their security deposit refund.

Graduates are not required to give a written notice but must follow the same check-out policy and vacate housing by the Monday following graduation. A written request must be submitted to Student Life to stay beyond the deadline. Students who fulfill their academic requirements in December are expected to vacate campus housing by the Monday following December finals. A written request must be submitted to Student Life to stay beyond the deadline. Check-out policy must be followed in order to receive a refund of the security deposit. Failure to follow check-out policy will result in forfeiture of security deposit.

Student who are not staying for the Summer must follow check-out policy and remove all personal belongings from student housing (or rent charges will be incurred). Personal items will not be stored over the summer.

Students do not have to vacate housing or remove their belongings over winter break if returning for the following spring semester but are required to make spring reservations (see above). Lost or stolen items are not the responsibility of the college or it's personnel.

COMMON AREAS (Rec./ Living Room, Kitchen/Laundry Rooms, Restrooms, Showers)

Common areas such as recreation/ living rooms, kitchen/laundry rooms, restrooms, showers are provided for the benefit of the student. Those using them must be respectful of others and are responsible for cleaning up after themselves.

Students living full time in Kelly Hall are expected to keep the common areas clean and neat at all times. If you make a mess, you are responsible for cleaning it up. RA's will assign responsibilities over these areas as needed. Custodian will be responsible for emptying the trash and cleaning the restrooms, showers, kitchen floor and hallways. Students living in Kelly Hall during the Summer will be responsible to help keep all common areas clean. RA's will oversee these responsibilities as needed.

Students living full time in Melzoni/Alumni Apartments are required to keep all common areas clean at all times. RA's will assign responsibilities over these areas as needed.

Rec./Living/Study Rooms: Students are expected to keep these areas clean and organized. Do not leave your personal items these areas. Last person in the room should turn off television and lights. Please put your trash in the trash cans. Pizza boxes, carryout dinner trays, and other large items should be disposed of elsewhere. RA's will supervise the cleanliness of these areas.

Kitchen: When cooking, eating, and etc., please clean up when finished. Clean up includes: washing dishes, sink, counter top, table, microwave, and etc. All dishes, pots, pans, and cooking utensils must be washed, dried and put away. RA's will supervise the cleanliness of this area.

All food or drink items stored in the kitchen or in the refrigerator must be kept in airtight containers and labeled with your initials on it. All expired food items left in the refrigerator will be disposed of.

Laundry: Laundry should not be left unattended in washers or dryers. Unattended clothes left in the washer/dryer after the cycle has ended will be removed, if needed. Dryer lint traps must be cleaned out after each load. If you drop a dryer sheet in the floor, please pick it up and put in trash. RA's will supervise the cleanliness of this area and will make a laundry schedule as needed.

Restrooms/Showers: Custodian will clean Kelly Hall restroom/showers twice a week. Students are responsible for their own mess and are expected to clean up after themselves. Students will furnish their own toiletries (i.e.: soap, shampoo, towels, etc.). Toilette tissue will be provided. Bathrobes or proper attire are required for traveling to and from showers.

Trash: Trash cans are provided at the bottom of the stairwells in Kelly Hall and at the end of the balcony at Mel/Alum Apartments. Large trash should be taken the trash compound at Physical Plant. Please do not put your personal trash from your room in the restroom or kitchen trash cans.

ELECTRICAL APPLIANCES

The use of electrical appliances is limited for safety reasons. Clocks, razors, hair dryers, televisions, refrigerators, microwaves, computers, music player and dehumidifiers are permitted in the dorm rooms with careful use. Items that are prohibited include hotplates, toaster ovens, air fryers, toasters, electric skillet and kerosene/electrical heaters. Electric skillet and hot plates, toaster ovens and toaster may be used and stored in kitchen areas. Do not leave these items unattended when turned on. Students are encouraged to be energy and safety conscious.

Lights, television, music player, coffee pot, iron, curling iron, and etc. should be turned off before leaving the room each day.

CANDLES/ WAX WARMERS

The burning of incense, candles, oil lamps, etc. in Kelly Hall or Mel/Alum Apartments is a fire hazard and is prohibited. Wax warmers heated by an electrical lamp and diffusers are permissible but must be turned off before leaving the room each day.

ENTERTAINMENT MEDIA, MUSIC SYSTEMS, TV's, MOVIES, VIDEO GAMES, ETC.

Members of the Clear Creek community are expected to practice restraint and discretion in their participation in all types of entertainment. Nothing should be viewed, listened to, or played which is in conflict with biblical standards. This standard applies to all entertainment including internet, computer, electronic device, television, movies, movie theaters, live theater, DVD's, music, video games, and occultic role play card games. Students are expected to use Christian discretion in their selection of entertainment.

Movies rated *PG-13* or *Mature* and video games rated *Mature* or *Adult* will not be permitted in common areas, such as the rec. room, without prior approval by RA or Student Life Director. Video gaming is not allowed on the large TV in rec. room viewing area. Video gaming is allowed only in the designated area of the rec. room (by the elevator) and student dorm rooms.

Music systems, Musical Instruments, TVs, Electronic Devices, and gaming systems in rec. room or student rooms are expected to be used in such a way that they do not disturb others. Headphones are recommended for those who enjoy loud music or gaming. If a music system, musical instrument, TV, electronic device, or gaming system is disturbing a neighbor or someone outside the room, the student will be required to lower the volume. Disciplinary action will occur if a student persists in not abiding by these guidelines.

MUSICAL INSTRUMENTS

The use of electric guitars, pianos, organs, drums, and other musical instruments requires the same consideration as the devices above. Volume must be kept to a level that does not disturb neighbors.

BICYCLES

Bicycles must be stored in the rack provided. They must not be stored in halls or stairwells or rooms. The college does not assume responsibility for the security of bicycles. Bicycles left after students move out will be disposed of.

STORAGE

Trunks and luggage should be labeled and kept in the student's room during the school year. Additional storage space is not available. Personal items cannot be stored over the summer. If items are left in rooms at the end of the academic school year, weekly rent will be charged until the items are removed.

FOOD IN ROOMS

Any food items kept in rooms must be kept in airtight containers to prevent mice, ants, etc.

PETS

Students living in Kelly Hall or Melzoni-Alumni apartments are not allowed to have pets of any kind.

HALLWAYS

Fire ordinances require that hallways and stairwells be kept clear of any obstructions.

RESTRICTED AREAS

Kelly Hall kitchen, mechanical rooms, IT rooms, cleaning closets, storage/supply closets, guest rooms and Student Life office are restricted areas. Locked facilities should always be considered restricted unless authorization from a college official has been secured to enter these areas.

POWER FAILURES

In the event of an electrical power failure, students are to use flashlights. Candles and oil-burning lamps are not permitted due to the danger of fire. Occasionally, a power failure will be localized to only one or a few rooms. The RA is to be notified and he/she will contact the appropriate personnel. Students must not attempt to reset breakers or repair/restore electrical service.

FIRE PIT

Fire pit in front of Kelly Hall can only be used with permission from Directors of Student Life.

FIRE DRILLS

Fire regulations require that fire drills be held periodically (at least once a semester). Students are required to exit the building when the fire alarm sounds. RA's must account for the students on their hall.

FIRE EXTINGUISHERS

Fire extinguishers are for emergency situations only. Students found tampering with or discharging extinguishers for any reason other than emergency situations will be subject to disciplinary action.

MEDICAL EMERGENCIES

In the event of a serious injury or illness the student should call 911 and then contact an RA and Director of Student Life. Any time there is an accident or a student becomes ill, the RA, Director of Student Life and the Dean of Administrative Affairs should be notified. The ill or injured person should be made as comfortable as possible and attended to until help arrives.

Spring Semester 2024 Housing Reservation Form

Fall semester ends November 22, 2023. Students are not required to leave campus housing during Winter break unless they are graduating or not returning for the spring semester. However, for us to better serve you, we need to know your plans.

Please fill out the reservation form below for the spring semester and return it to the Director of Student Life before November 15, 2023.

There is **no fee** for the spring semester reservation form.

Check all that apply:

_____ I do not plan to return to campus housing in the Spring of 2024. I will vacate campus housing by Monday, November 27, 2023.

_____ I will be returning to campus housing Spring 2024 as a full time student.

_____ I will be commuting and staying in campus housing on the following days:

Date: _____

Student Signature _____

Printed Name _____

Summer 2024 Housing Reservation Form

Spring semester ends in May 3, 2024, the week of graduation. Summer rent for campus housing will begin on May 6th and will be calculated on the basis of 12 weeks (May for 3 weeks, June for 5 weeks, July for 4 weeks).

Summer residents are required to pay their rent at the beginning of each month in the business office or online. Summer dorm residents will be required to help keep all common areas clean. Space in Kelly Hall may be limited to the north wing.

Applications for summer housing must be turned in to the Director of Student Life by April 22.

Check all that apply:

I will not be staying for the Summer in Kelly Hall / Melzoni- Alumni.

I plan to live in Kelly Hall / Melzoni- Alumni this Summer at \$75.00 a week for May, June, and July.

I understand I am responsible for paying my monthly rent at the beginning of each month in the Business Office or online.

I will be working on campus during the summer:

Employer

I will only be staying part of the summer in single campus housing.

I plan to move out on _____.

Date: _____

Student Signature: _____

Printed Name _____

(Remember to turn in your reservation for Fall 2024 by the end of spring semester.)

Fall Semester 2024 Housing Reservation Form

If you are planning to return to Kelly Hall / Melzoni-Alumni single student housing in the Fall of 2024, you must fill out this form and submit it, along with a **\$25 reservation deposit**, to the Director of Student Life by the end of the spring semester (graduation day) in order to reserve a room for the fall semester. Rooms cannot be reserved/assigned until this form and the deposit are submitted. **Students who will remain in campus housing for the summer are not required to pay the \$25 reservation deposit.**

Students who make a fall reservation but fail to pay this deposit by the end of spring semester will be charged a non-refundable \$25.00 reservation fee due prior to receiving housing for the fall semester. Failure to complete this fall reservation process, as stated above, will result in re-application for student housing and payment of a \$50 non-refundable fee.

Check all that apply:

_____ I will be returning in the Fall as a: _____ Full-time student _____ Commuter

_____ I do not plan to live in campus housing during the Summer, but I would like to reserve a room for the Fall with a deposit of \$25. (I understand this deposit will be applied back to my student account upon enrollment for the Fall semester. If I choose not to return, this deposit will be refunded to me only if I notify the director by July 1, otherwise the deposit will be forfeited.)

_____ I have attached the \$25.00 Reservation deposit. _____ I will pay online.

_____ I have a credit on my account, please charge my reservation deposit (should you want to charge this deposit, you must have at least a \$25 credit on your account).

_____ I will be working and staying on campus during the Summer (not required to pay the \$25 reservation deposit). I understand my rent of \$75/week will be due in the Business Office on a monthly basis.

_____ I will not be returning to Kelly Hall for Fall Semester 2024
(Please Note: Proper checkout procedures must be followed before you leave for the Summer. We do not have space for the storage of any personal belongings. You must take all your belongings home for the summer if you are not staying in campus housing for the summer. Otherwise, you will be charged summer rent.)

Student Signature: _____ *Date:* _____

If you will not be on campus this summer, please provide an address and telephone number where we can contact you if necessary.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____

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