

2017-2018 Office of Residential Education and Housing (OREH) - College Housing Agreement

We're excited that you will be joining us at LaGrange College. To create and maintain a residential environment that is safe, enjoyable, and conducive to learning, all students residing in College housing are subject to the terms of the following Agreement:

Article I. LaGrange College Residency Requirements

(1) The LaGrange College Residency Requirement states that all traditional day students taking twelve hours or more must live in college housing.

(2) Students may be exempt from the Residency Requirements for one of the following reasons below. To be considered for an exemption, you must complete and return the form (and specified additional documents) to Office of Residential Education and Housing, c/o Ms. Kirby McCartney, LaGrange College, 601 Broad Street, LaGrange GA 30240 -OR- Scan and email to kmccartney@lagrange.edu. A request form to live off campus will be provided to you if you email kmccartney@lagrange.edu. Questions or concerns about the Residency Requirement may be directed to Vernon J. James, Director of Residential Education and Housing.

- The student is 23 years of age or older on the first date of semester classes (does not require parent signature below).
- The student is married and living with her/his spouse; please provide documentation of marriage license and documentation of joint residence at a single address.
- The student is responsible for a dependent child; please provide documentation of dependency.
- The student is a veteran with at least two years of active military service.
- The student resides exclusively with parent(s) or legal guardian(s) in their/her/his primary residence that is within a thirty-mile commute of the College; please provide lease/documentation of ownership for parent(s)/guardians.
- Other (Please type and attach a written justification for exemption from the policy and supply all supporting materials necessary to justify consideration of the request – it should be noted that exemptions for reasons not articulated above will be rare and offered only in the most exceptional of circumstances).

Article II. Obligations and Responsibilities

- (1) You agree to comply with and abide by policies listed in the Student Handbook to include the Honor Code, the Social Code, and any other College policies.
- (2) You agree to pay all charges as due to the College.

Article III. Room Reservation and Deposit

- (1) Full-time undergraduate day students entering the college will be required to pay a \$300 enrollment deposit to reserve their space in the incoming class. No deposit will be refunded after May 1. All students deposited by May 1 will be guaranteed campus housing pending space limitations. Campus housing assignments will be finalized and room/board charged will be applied by July 1. Students must have **all required paperwork** (including requests to live off campus) **returned 2 weeks before their scheduled Summer Orientation**. Students who deposit after July 1 will be assigned housing, if available, on a first-come, first-served basis. Of this \$300 enrollment deposit, \$100 covers a residence hall damage deposit that may be refundable at the time that the student either graduates or receives permission to live off campus (less any assessed fees due to damages). The remaining \$200 is used by the College to cover many of the services provided during the first year.
- (2) The \$100 reservation/damage deposit is refundable, provided there are no damage charges and the student's account is cleared upon one of the following conditions:
 - (a) Change of status from resident student to commuter student.
 - (b) Formal withdrawal--A student withdrawing from the College must vacate his/her room within 24 hours and have the room inspected by the Resident Advisor, housing staff, and the maintenance staff.
 - (c) Graduation.
- (3) To secure a refund of the room reservation deposit, a student (including seniors) must complete Deposit Refund Request form. The forms are available from the Office of Residential Education and Housing (located in Smith 215) and must be returned to the Office of Residential Education and Housing.

Article IV. Refunds of Room and Board Charges

- (1) There is no refund on campus housing (the room charge) once the student has taken occupancy of campus owned residential housing. Board charges (meal plans) will be prorated; please refer to the Business Office for this rate.

Article V. Housing Assignments

- (1) Housing assignments for incoming freshmen for the Fall will be made in the summer and will be shared with the students prior to Fall move-in (typically the first week of August). After you receive your room assignment and your roommate contact information, in rare circumstances, your assignment and/or your roommate may change.

Article VI. Residence Hall Room Key, Room Assignment, and LC ID

- (1) For Fall move in, you will check-in with housing and receive a room key, access to your residence hall room, and student ID. It is important to keep your room key and student ID with you at all times so that you can secure your personal belongings in your room. There is a fee to provide a student a replacement key and a replacement ID; please refer to the Business Office for this rate.
- (2) Once you check-in and receive access to your room assignment, you are responsible for the condition of your room until you check-out of your room. Outside of normal wear, you will be financially accountable for any damage that occurs to your room. If there is a cleaning, repair, or replacement charge, LaGrange College staff will determine to assess damage and may include the cost of labor. If responsibility cannot be determined, all roommates will equally share the cost of the cleaning, repair or replacement.
- (3) Residence hall rooms are furnished with twin size beds (extra long), desks, chairs, closets, blinds, air-conditioning/heating unit, internet jack, and cable jack. All furnishings must remain in the assigned room and cannot be moved.

Article VII. General Residence Hall Policies

- (1) Students in the residence halls are required to abide by the College's weapon policy. Students are prohibited to use, possess, or display of firearms, facsimile firearms, ammunition, explosives, weapons, or any other incendiary, explosive, or potentially destructive device, including fireworks. Students are also prohibited to behave in a manner that threatens or endangers the health or safety of any student or employee of the College, or of visitors on campus.
- (2) Students are prohibited to use, possess, or distribute of alcoholic beverages. LaGrange College is a dry campus and, as such, possession of alcohol, even by students of legal drinking age, is prohibited.
- (3) Pets are prohibited to be kept on campus and in residence halls; pets are also prohibited from "short" visits in the residence halls. Students are permitted to have a non-dangerous fish in a 20 gallon (or smaller) tank.
- (4) No appliance may be possessed or used in the residence halls that use over 500 watts. Unapproved appliances include: sunlamps, coffee makers, space heaters, hot plates, grills, electric fry pans, woks, crock pots, musical instrument amplifying equipment, toasters, ovens, microwaves, and air conditioners. All appliances with an exposed heating element, regardless of wattage, are prohibited.
- (5) Open flames including burning charcoal, burning candles, oil lamps, incense sticks, etc., are not permitted in College housing. Smoking is prohibited from all spaces in the residence halls.
- (6) Feel free to review the [2016/2017 Student Handbook](#) that outlines College policies to include the Honor Code, the Social Code, etc. The Student Handbook contains the complete listing of College policies and is updated and is shared each academic year.

Article VIII. Responsibility for Personal Property

- (1) Students are encouraged to maintain appropriate insurance to cover personal belongings (i.e., clothing, personal furniture, electrical equipment, etc.) via parent's homeowner's or renter's insurance. While every effort is made to ensure adequate maintenance and security, LaGrange College, its employees, hired contractors, or agents do not assume any legal obligation to pay for the loss of or damage to items of personal property due to flood, fire, natural disaster, theft, or any other reason not the fault of the institution, which occurs in its buildings or on its grounds.

Article IX. Suggested items to bring

- (1) While not required, here are some suggested items to bring: bedding for an extra long twin size bed, pillow, toiletries, shower caddy, bath towels, alarm clock, laundry basket, laundry detergent, dryer sheets, iron, cable cord, internet cord, small items for clean up (cleaning wipes, paper towel, rag, sponge), small first-aid kit, small toolkit, small sewing kit, power strip, small fan, umbrella, and hangers. If you forget something there is a Wal-Mart and other stores that are close to campus.

If you have any additional questions about housing, please feel free to contact the Office of Residential Education and Housing at 706-880-8975 or email Ms. Kirby McCartney at kmccartney@lagrange.edu. OREH is located in Smith Hall 215 and we are here to provide you assistance Monday – Friday, 8am – 5pm.

Please keep this document for your records, however, you will be required to sign the Housing Contract & Roommate Selection Questionnaire stating that you have read, understand, and agree to comply with these and all College policies.

****NEW STUDENT DEADLINE to return all housing forms: 2 weeks BEFORE your scheduled Summer Orientation****

Visit the [housing website](http://www.lagrange.edu): www.lagrange.edu > scroll over "Campus Life" > click on "College Housing" for more information.