LaGrange College Office of Residential Education and Housing
College Housing Agreement

We are 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. The College’s Residency Requirement & Requests for Exemption

As a residential, liberal arts institution of higher education, LaGrange College supports student learning both inside and outside the classroom. Consistent studies have shown that students living in campus residence halls typically have higher graduation rates, grades, and connections with students, faculty, and staff. The firm conviction that residing on campus is a crucial component of a student’s total educational experience supports the establishment of a campus residency requirement. The LaGrange College residency requirement dictates that all students taking twelve (12) or more academic class hours must live in College housing unless they meet and verify one of five established exceptions. If you believe that you meet one of the institution’s articulated exemptions, you MUST complete the attached form and submit prior your move-in day.

The request form must be submitted in person or via postal mail or as a PDF via e-mail to Ms. Kirby McCartney: LaGrange College Office of Residential Education & Housing; Smith Hall Room 215; 601 Broad Street, LaGrange, GA 30240; kmccartney@lagrange.edu. To receive a copy of this request form, please email Kirby.

Justification for exemption
- The student is 23 years of age or older on the first date of semester classes.
- The student is married and living with her/his spouse.
- The student is responsible for a dependent child.
- 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 radius of the College.
- 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. The Board of Trustees votes on student fees to include room, board, etc. in the spring for the upcoming academic year.

Article III. Room Reservation and Deposit

(1) Before being assigned College housing, a student is required to pay a $200 room deposit. $100 will be credited toward the student’s tuition charges, and the $100 balance will remain on account with the College as a room reservation/damage deposit.

(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 or housing 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

After a student receives the key to their residence hall room, a refund for room or board is no longer available.

Article V. Housing Assignments

(1) Housing assignments for incoming freshmen in fall will be made in the summer and will be shared with the students prior to fall move-in. In rare circumstances, the Office of Residential Education and Housing reserves the right to change your room assignment and/or your roommate—if this occurs, the housing office will notify you.
Article VI. Residence Hall Room Key, Room Assignment, and LC ID

1. For fall move-in, you will check-in with the housing staff 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. A replacement key is $25 and a replacement ID is $15 (Refer to Article II, section 2 as cost may change).

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 assess damage to determine the cost (cost may include the cost of labor). If responsibility cannot be determined, all individuals assigned to the room will equally share the cost of the cleaning, repair or replacement.

3. Residence hall rooms are furnished with twin size beds (extra long; with the exception of Hawkes—Hawkes has standard twin size beds), desks, chairs, closets, blinds, air-conditioning/heating unit, internet jack, cable jack, and phone jack. All furnishings must remain in the assigned room and cannot be moved. If there is a cleaning, repair, or replacement charge, LaGrange College staff will assess damage to determine the cost (cost may include the cost of labor). If responsibility cannot be determined, all individuals assigned to the room will equally share the cost of the cleaning, repair or replacement.

Article VII. General College and Residence Hall Policies

1. 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. 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. Smoking is prohibited from all spaces in the residence halls.

6. Feel free to review the 2012/2013 Student Handbook that outlines College policies to include the Honor Code, the Social Code, etc. at http://www.lagrange.edu/resources/pdf/students/2012StudentHandbook.pdf. The Student Handbook is updated and is shared each academic year.

Article VIII. Request for Reasonable Accommodations under ADA

If you have a mental/physical need that requires a specific housing accommodation, you must submit a written request to Kirby McCartney via e-mail to kmccartney@lagrange.edu. Requests made under the American with Disabilities Act should include doctor’s verification of condition.

Article IX. Suggested items to bring

Here are suggested items to bring: bedding for an extra long twin size (with the exception of Hawkes—Hawkes has standard twin size beds), 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 to buy personal items.

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.

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.