**Student Housing Contract 2022-2023**

**Student Name:**

To create and maintain a residential environment that is safe, enjoyable, and conducive to learning, all students residing on campus are subject to the terms of the following LaGrange College housing policies. Please initial at the bottom of each section to indicate your understanding and acceptance of each policy.

**Article I. LaGrange College Residency Requirement**

1. The LaGrange College Residency Requirement states that all traditional undergraduate day students enrolled in twelve hours or more must live in college housing with a meal plan.
2. Students may be exempt from the Residency Requirement for one of the following reasons:
* The student is 23 years of age or older on the first date of the academic semester (does not require parent signature).
* The student is married and living with their spouse. Please provide a copy of the marriage license and proof 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. Please provide documentation of service.
* The student resides **exclusively** with parent(s) or legal guardian(s) in the primary residence that is within the primary residence that is within a thirty-mile commute of the College and/or in the designated list of zip codes and cities. Please provide documentation of parent/guardian ownership (power/utility bill) and a copy of student driver’s license indicating primary residence as permanent address.
* Other – Please provide written justification for Residency Exemption and supply all supporting materials necessary to justify consideration of the request (i.e. extreme financial hardship or medical leave). Provide financial and/or medical documentation to support the need to the justification to live off campus. Please note – exemptions for reasons not articulated above will be rare and offered only in the most exceptional of circumstances.
1. To be considered for a residency exemption, you must complete and return the Residency Exemption Form and supporting documentation to the Office of Housing and Student Life via email at housing@lagrange.edu. The Residency Exemption Form can be found on the housing website. Questions or concerns regarding the Residency Requirement should be directed to houisng@lagrange.edu.

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**Article III. Refunds of Room and Board Charges**

1. The reservation and damage deposit (part of your enrollment deposit) paid in your first year on campus is refundable, provided there are no damage charges and the student’s account is cleared upon one of the following conditions:
* Change of status from residential student to commuter student.
* Formal withdrawal from LaGrange College. A student withdrawing from the college must complete the proper check-out process within 24-hours of the withdrawal submission. See section III for information about the check-out process.
* Graduation.
1. To secure a refund of the room reservation deposit, a student (including seniors) must complete the Deposit Refund Request Form. The form is available via the Housing website and must be submitted within 5 business days of vacating the residence hall space.

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**Article IV. Residence Hall Room Access, Check-In, Check-Out, & Residence Hall Fees**

1. LaGrange College representatives may enter, inspect, or search a student’s room under the following conditions
	* When maintenance and/or housekeeping staff inspect and/or fix a maintenance/housekeeping concern.
	* When there is a reasonable suspicion that an occupant may be physically harmed or endangered,
	* When there is a reasonable suspicion that college regulations or state/federal laws are being violated, or
	* When periodic health and safety inspections of the residence hall rooms occur.

Determinations of what constitutes “reasonable suspicion” may be made by the College President, Vice President for Academic Affairs, Vice President Enrollment Management and Student Experience, Associate Dean, Director of Housing and Student Life, or authorized designee assigned by members listed previously.

1. For Fall Move-In, you will check in with housing and receive a room key. Your LC ID will be coded with access to your residence hall building and turned on the day of Returning Student Move-In. It is important to keep your room key and LC ID with you at all times so you can secure your personal belongings in your room.
	* Once you check-in to your 2022-2023 room assignment, you are responsible for the condition of the room and/or common space until you check out of your room. Outside of normal wear, you will be held accountable (financially and otherwise) for any damage that occurs in your room. If there is a cleaning, repair, or replacement charge, LaGrange College Maintenance Department (National) staff will determine and assess damage and cost of labor. If responsibility cannot be determined, all roommates will equally share the cost of the cleaning, repair, and replacement.
2. Check-Out of the residence hall room
	* Check-Out will occur at the end of the academic semester and/or year is required to ensure completion of a room check. Room checks will be conducted in your presence by one of the Housing Staff – Resident Advisor, Senior Resident Advisor, Administrative Assistant, Assistant Director, or Director of Housing and Student Life. During the check-out process, inspection of the student room and/or common space will occur, and the resident will sign off on the Room Inventory Form. The student will then turn over the room key(s) to the staff and vacate the premise.
	* Students who fail to follow the check-out process will receive a fine ($75), will pay for the building and/or room key ($25), and forfeit the $200 deposit paid in the first year.
3. Residence Hall Keys
	* Residents are encouraged to keep room key(s) with them at all times. Residents must lock your residence hall door to ensure safety and security of the building, room, and personal belongings.
	* If a resident loses a key (regardless of reason), new key must be issued immediately. Residents will be responsible for the cost of the lost key ($25). In the event that the professional staff or maintenance staff believes the resident’s safety is compromised due to the lost key, the resident will be charged the replace the lock and all keys ($75).
4. Residence Hall Fees
	* Lock-Outs: The first two lock-outs will be provided to the resident free of charge. Subsequent lock-outs will be charged the following:
		+ First and Second Lock-Out – Free
		+ Third Lock-Out - $10
		+ Fourth Lock-out - $15
		+ Fifth Lock-Out and any subsequent lock outs - $20 per lock-out
	* Cleaning: Residents are responsible for cleaning their room and/or common space prior to move-out. Residents failing to clean the space will be assessed a cleaning fee of $25-$50, depending on the amount of trash/items left in the space.
		+ Residents who have an Emotional Support Animal in the space will be responsible for the cleaning of the room space. The cost of cleaning will be taken from the $500 ESA deposit. Any additional cleaning over the $500 deposit, will be assessed to the student’s bill.
	* Housing Furniture: In the event that residence hall furniture more than normal wear and tear, the student will be responsible to replace the furniture. For a complete list of furniture costs, please review the Residence Hall Charge List.

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**Article V: General Housing Policies** *(Please note this is not a complete list of Housing Policies. Visit the Student Code of Conduct pages to review a full list of policies.)*

1. **Alcohol:** LaGrange College is a dry campus, and as such, possession of alcohol, even by students of legal drinking age, is prohibited. Empty containers, including decorative containers and signs, are prohibited in the residence hall space.
2. **Weapons:** 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 in a manner that threatens or endangers the health or safety of any student, employee, or guest of LaGrange College.
3. **Drugs:** LaGrange College prohibits the illegal possession, use, or sale of drugs on campus.
4. **Animals:** Pets are prohibited from the residence halls and campus spaces, unless the animal is designated as an Emotional Support Animal. Please review the ESA Policy and receive approval **prior** to bringing your animal to campus. Pets are also prohibited from “short” visits in the residence halls. Students are permitted to have non-dangerous fish in a 20-gallon (or smaller) tank.
5. **Open Flames:** Open flames including burning charcoal, burning candles, oil lamps, incense sticks, etc. are not permitted in College Housing. Smoking is prohibited in all residence hall spaces.
6. **Appliances:** 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.

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**Article VI: Responsibility of 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.

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**Article VII: Closing Statement**

1. It is the responsibility of the LC student to review and understand College policies as outlined in the 2022-2023 Student Handbook, which includes the Honor Code and the Social Code. The Student Handbook contains the complete listing of College policies and is updated and shared each academic year.
2. For additional questions about housing, contact the Office of Housing and Student Life at 706-880-8975 or housing@lagrange.edu. The Office of Housing and Student Life is located in Smith Hall 203. Office hours are Monday-Friday, 8 a.m. – 5 p.m.

Initials: \_\_\_\_\_\_

**Please keep a copy of this document for your records.**