



LaJames College Student Housing

Our goal is to provide safe, clean, affordable, comfortable dormitory housing for our enrolled female students. Dormitory housing is conveniently located directly above the college and each apartment will house in residence 4 female students.

The apartment units are furnished with standardized items which include: a stove, refrigerator, microwave, dining table and chairs, lounge furniture and either an assigned twin bed or bunk bed with assigned personal storage space. Each unit has individual, adjustable air conditioning and is provided with seasonal piped (boiler) heat.

MANDATORY GUIDELINES WHILE LIVING IN LAJAMES STUDENT HOUSING:

SECURITY: No one can enter from the street into the dormitory housing without a special coded security key. This key can **never** be duplicated. You will need to obtain your security key from the Building Manager, whom the college will direct you to. A \$25.00 deposit is required for this key. You will receive this deposit back when the key is returned. If you lose this security key, you will need to obtain another security key along with payment of a nonrefundable \$25.00 replacement fee. When this new key is returned, you will receive your original deposit back.

KEYS: One unit key and one building security key will be issued to each resident student. If any key is lost, a replacement fee will be charged to the student.

PETS: Pets are never allowed on the premises or in the dormitory rooms at anytime for any reason.

CONTROLLED SUBSTANCE FREE PREMISES: Absolutely no alcohol or illegal drugs are allowed on or within the premises at any time for any reason. Medicinal prescription products must be clearly labeled and kept in appropriate pharmaceutical security containers. The apartments are completely smoke free.

No Smoking is allowed.

SOCIAL LIFE: We understand what college life is like and we understand the desire to have fun. Since this is a shared academic residence, no private parties are allowed within the living facility at anytime. This shared space needs to remain a safe, comfortable place for everyone living there. No unattended guest in the apartment at anytime.

GUESTS: No overnight guest of any kind is ever permitted. This is a shared academic facility and it is expected the resident students will need study time and rest. Guest visiting hours are from 8:00AM to 9:00PM Monday through Friday; 8:00AM to 10:00PM on the weekend, Saturday through Sunday. No unattended guest in any apartment at anytime. If more than 2 guests are invited by a resident per visit, prior permission is required from the main office.

LAUNDRY: A shared coin operated laundry facility, available 24 hours a day, is located within the building. Please remove laundry in a timely, considerate manner when done.

KITCHEN: Please clean up your shared kitchen area each time you cook. It is unsanitary to leave any dirty dishes in the sink; please be considerate to your roommates.

BATHROOM: As a shared facility, no one person should ever hold up the bathroom longer than 15 minutes unless permission is given by all other resident roommates. Your make-up and hair needs are to be completed in your sleeping area.

HOUSE KEEPING: Please keep your personal area clean and picked up. The college will need to show the dormitory apartment to new upcoming students, sometimes with or without notice, so please keep the unit looking presentable. Please remove garbage frequently to the outside dumpster. Window screens must remain on the windows at all times. The college is not responsible for any personal articles lost, missing or damaged.

PARKING: No student parking is permitted in front of the college building day, night or weekend. Acceptable parking lots are nearby and you will be directed to these lots by the college director.

You remain responsible for regularly picking up after yourself.

COLLEGE ATTENDANCE: In order to make housing fair and available to everyone that needs it, it is a requirement of the dorms that each student make satisfactory attendance each month in college. This will be 67% attendance average or better every 4 weeks. For example: the cosmetology course is (on a 5 day week) 20 days of attendance in 4 weeks. With that schedule, a student could miss 6 days and still be considered satisfactory for that month. Anyone not making satisfactory attendance (without approved cause) will be asked to move out of the dorms.

CANDLES & INCENSE OR ANY OPEN FLAME: Are safety issues and are never allowed within the college housing at anytime for any reason; the flameless, battery-powered candle products are permitted.

POSTERS/PICTURES: No nails or screws may be put into walls, doors or wooden structures. You will be issued an example of an acceptable item which you may use to hang pictures or posters. These products can be purchased at commercial stores such as Wal-Mart, Shop-Ko, Target, etc.

BEDS: The beds have a protective covering on the mattress. This cover will protect the mattress from any damage and must stay on the mattress at all times.

REPAIRS: If anything becomes broken, damaged, or stained please notify the building manager or the college directors as soon as possible (many unit items have warranties).

REARRANGING: No significant rearrangement of the dorm room furnishings is allowed. Each unit has been remodeled, designed and laid out to be the most efficient and esthetically pleasing arrangement. Never take the beds apart or disassemble anything else in the dorm unit.

At the time of application, you will be issued a number for the dorm room – 1, 2, 3 or 4. This will be the number indicating your assigned bed, storage drawer, bathroom shelf, closet and kitchen cupboard, which are yours for your belongings. Once issued your assigned number, no switching of numbers with your roommates is permitted. These guidelines may require periodic revision and any revision will become mandatory; a copy of changed guidelines will be provided to each resident student currently living in the dorm.

You will need to supply the following items:

- *Food
- *Space Heater for the cold blooded (New ceramic type)
- *Cooking supplies (fry pan, saucepan, spatula and related utensils)
- *Dinnerware (plate, glass, silverware, cutlery)
- *Towels / washcloth (bath, kitchen)
- *Bedding (pillow, pillow case, mattress pad, sheets, blanket); at the time of application you will be notified whether you need standard twin sheets or twin X-long twin sheets.
- *Paper supplies (toilet paper, paper towels, facial tissues)
- *Personal care supplies (shampoo, deodorant, toothpaste, dental floss)
- *Laundry supplies (detergent, fabric softener, clothes basket/hamper)

Warning

Dormitory life is a unique experience and may be found to be an unsuitable manner of cooperative living. Intentional or unintentional breaking of any of these mandatory guidelines or rules may result in eviction. You are personally responsible for informing your guests of all applicable guidelines. What will happen if a violation occurs?

- First Offense - Written warning and parents are notified.**
- Second Offense - Eviction.**

**APPLICATION FOR
LAJAMES STUDENT DORMITORY HOUSING:**

Please Print.

Name: (last) _____ (first) _____ (middle) _____

Address: _____

City: _____ State _____ Zip _____

Phone: _____ Cell phone _____

Birth Date: ____/____/____ Age: ____ (if under 18, parent/legal guardian must sign)

Name of parent or guardian if applicable: _____ Phone Number _____

As a part of our efforts to keep our campus safe we also require that you know that we do have a missing student notification procedure for anyone residing in our campus housing.

The college will notify, who you voluntary list as your emergency contact person, within 24 hours of receiving notification from the police/local law enforcement that a student is missing. We also require that the police/local law enforcement be notified immediately once a student has been identified as missing. Also note that emergency contact information that you voluntary provide will be registered in your file and will be maintained as confidential. If the student is under 18, not emancipated, the custodial parent or guardian will be notified in addition to the contact person if different.

A person is determined missing from the college when more than 2 weeks of unexcused or un-notified absence have lapsed since we have heard from you as a student and you are no longer in your dorm room. We will determine that you are no longer in your dorm room by asking your roommates and or by contacting you directly. If we are unable to reach you directly, we will be calling your parent or guardian and they indicate that they don't know where you are at. The college will then contact the local law enforcement agency and report you as missing. Once the local law enforcement has listed you as officially missing and informed the college we will "within 24 hours" contact the emergency person/persons listed below and let them know that you are officially missing.

Emergency Contact name: _____ Relationship to you: _____

Emergency contact home phone number: _____

Cell: _____ Work: _____

Any medical condition we should be aware of? _____

Course of Study I am enrolled in: _____

Date you will need to move into your housing and date of departure (if known):

(month) _____ (day) _____ (yr) _____ through (month) _____ (day) _____ (yr) _____

Monies Received:

\$150.00 as deposit for breakage, damage or misuse of dorm facility and a \$25 security key Deposit _____
To secure a place, this application & deposit must to be returned to the college.

\$ 175

Payment Terms - Please note: that because we need to hold a spot for you in our dorms (that someone else would have wanted), that the cost of the dorm facility is the total amount listed for each program. If a student moves out early, the cost will remain the same. No prorations or refunds will be allowed. The only extra cost to this agreement will be if a student exceeds the allotted time to complete a course or courses if you are taking more than one course. The college will charge on a month by month basis for the remainder of your stay. The cost will be \$150 per moth. Also note that once a student has graduated or left the college official or unofficially you are required to move out of your dorm room within 1 week. Please check program/programs you plan to attend:

- | | | |
|---|---|---|
| <input type="checkbox"/> Cosmetology 14 months \$2,100.00 | <input type="checkbox"/> payment enclosed | <input type="checkbox"/> Monthly Payment Plan |
| <input type="checkbox"/> Massage Therapy 9 months \$1,350.00 | <input type="checkbox"/> payment enclosed | <input type="checkbox"/> Monthly Payment Plan |
| <input type="checkbox"/> Esthiology Skin Care 7 months \$1,050.00 | <input type="checkbox"/> payment enclose | <input type="checkbox"/> Monthly Payment Plan |
| <input type="checkbox"/> Nail Technology 6 months \$900.00 | <input type="checkbox"/> payment enclosed | <input type="checkbox"/> Monthly Payment Plan |
| <input type="checkbox"/> Summer Program 2 months \$300.00 | <input type="checkbox"/> payment enclosed | <input type="checkbox"/> Payment Upon Moving In |

Total amount of picked plan is due prior to moving into housing - Total Enclosed

\$ _____

By Signing this Application, you are reserving a place and agree to abide by the written mandatory housing guidelines provided to you and the payment terms.

Applicants signature: _____ Date: _____

Parent/guardian signature: _____ Date: _____