



# Lassen Community College District

P.O. Box 3000 - Susanville, CA 96130 Phone: 530-251-8843

Email: [sbaxter@lassencollege.edu](mailto:sbaxter@lassencollege.edu)

March 10, 2009

Dear Prospective Residence Hall Student,

Thank you for your interest in student housing at Lassen Community College. The Sainte-Marie Residence Hall is a two story building centrally located at the top of our small, intimate campus. Residence hall students are never more than five minutes from any campus activity. You will live in the center of campus life.

Sainte-Marie Hall accommodates up to 128 students with two and four person rooms. For an additional fee a student can request a single room, which will be assigned if availability allows. Laundry facilities, a dorm store, and a television lounge are available for student use. At the west end of the building you will find a two story game room with floor to ceiling windows. Various nights during the semester you will find both pool and foosball tournaments in this room as part of the Lassen Intramural Activities Program.

In addition to foosball and pool, various sports programs (indoor touch football, three-on-three basketball, dodge ball and lots more) and a fishing contest make up the Lassen Intramural Activities Program which culminates with the awarding of the prestigious Beaujon Trophy.

Safety and security are a priority concern in Sainte Marie Hall. A Residence Hall Manager oversees a staff of trained student Resident Advisors to help assure a safe environment conducive to student life.

The packet contains information about the steps for application, all fees, our meal program, the check in process, and our annual closures. For more information visit our website at [www.lassencollege.edu](http://www.lassencollege.edu) or email us at [dorms@lassencollege.edu](mailto:dorms@lassencollege.edu) . You can reach the housing office at (530) 257-6181 ext. 8969.

Sincerely,

Shelly Baxter, Director of Support Services  
Francis Beaujon, Director of Residential Life

## SAINTE-MARIE HALL INFORMATION

### What does it Cost to Live in Sainte-Marie Hall?

#### Mandatory Fees:

**Security Deposit:** Send a \$250.00 check or money order with the enclosed documents in order to reserve a room. Rooms are allocated on a first come/first served basis to students who return all application materials and the security deposit. \$75.00 of the deposit will be kept as a cleaning fee upon check out. Additional charges will be applied if cleaning is required above and beyond the normal. The remainder of your deposit will be refunded upon termination after all building damage/charges are assessed.

**Room and Board:** Student residences are required to pay for both room and board. The room fee is \$1350 per semester for a double room. Students can choose between two meal plans, however a meal plan is required. The 10 meals per week plan is \$1395 per semester and the 14 meals per week plan is \$1680 per semester.

#### Optional Fees:

**Single Room Fee:** Students wishing to have their own room can pay an additional \$450 per semester if a single room is available. If you are interested in this option please note that on your application. Single room availability will not be determined until two weeks into each semester.

**Summer Room Fee:** Sainte-Marie Hall is available for occupancy during the summer session however, meal service is not available. The room only rate is \$25.00 per day.

### What if I want to move out before the end of the year?

**Early Termination Fee Schedule:** Fees are not evenly distributed throughout a semester. When a student moves in to the residence hall they are responsible for a minimum of 25% of the semester fees. Please see Appendix A for further information

**Forfeiture of Deposit:** Your housing agreement/application is a YEAR LONG CONTRACT (beginning with the fall semester). Your signature obligates you to a full year of fees. If you leave prior to the end of the agreement year you will forfeit your security deposit. Depending on the time of year you choose to leave you could also be responsible for a percentage of all fees (See Appendix A). Students wishing to stay for only one semester can avoid the forfeiture of their deposit by submitting a written statement with their housing agreement stating why they require only one semester of housing.

### How are the rooms assigned?

**Room Assignment:** Rooms are assigned on a first-come, first served protocol. Returning students have a priority for a single room, if available. First-time students are unlikely to be assigned a single room. Most rooms are double occupancy. To accommodate all student housing requests you may be living in an alternate off-campus housing facility.

## **How do I contact someone with questions?**

**Housing Office:** You can phone the housing office at **(530) 257-6181 ext. 8969**. The office is staffed Monday, Tuesday and Thursday from 10:30AM to 1:00PM during the fall and spring semesters. You can phone the residence hall at **(530) 251-8879**. A manager is on duty from 6:00PM until Midnight daily. You may leave a message on either phone seven days a week, twenty four hours a day and someone will get back to you as soon as possible.

**Email:** The email address for student housing is [dorms@lassencollege.edu](mailto:dorms@lassencollege.edu)

**Website:** You can access housing information for Lassen College at [http://www.lassencollege.edu/student\\_services\\_housing.html](http://www.lassencollege.edu/student_services_housing.html)

## **What if I'm not 18 years old?**

**Parent Signature:** Application/agreements from students who aren't 18 years old yet must be signed by both the student and their guardian. In addition the agreement contained in Appendix B must also be signed by both parties and returned with the application/agreement.

Program of Study and/or Sport of Participation: \_\_\_\_\_

Student ID# : \_\_\_\_\_

**RESIDENCE HALL HOUSING APPLICATION/AGREEMENT**  
**2009-2010 Academic Year**  
**Lassen Community College**

The return of the Residence Hall Application/Agreement, the Fee Installment Agreement, and the \$250.00 Security Deposit shall constitute acceptance of this agreement by the student and parent, guardian or person legally responsible, if the student is under 18 years of age. (Students under 18 years of age must have this Application/Agreement signed by a parent, guardian or person legally responsible.) Acceptance of the application/agreement and the fee installment plan is subject to review by the College.

**AGREEMENT:**

The signing of this Agreement obligates the Student for the FULL TERM of this CONTRACT (August through May).

In consideration for the right to occupy an assigned space in the Sainte-Marie Residence Hall, the Student hereby agrees to make the appropriate payments to Lassen Community College that are contained within the fee installment agreement.

I (we) have read and understand the entire Housing Agreement and supplemental information and I (we) agree to the terms of the occupancy Housing Agreement.

Student's Name

\_\_\_\_\_  
(Print)                      Last                                      First                                      Middle

Permanent Address \_\_\_\_\_  
(Print)                      Street                                      City                                      State                                      Zip Code

(\_\_\_\_) \_\_\_\_\_  
Area Code    Telephone Number                                      Email address                                      Date of Birth

(\_\_\_\_) \_\_\_\_\_                      I am interested in a single room  
Area Code    Cell Phone Number

\_\_\_\_\_  
STUDENT'S SIGNATURE                                      DATE

IF STUDENT IS UNDER 18 YEARS OF AGE, PARENT OR GUARDIAN MUST SIGN THIS CONTRACT. I WILL BE LEGALLY AND FINANCIALLY RESPONSIBLE FOR THE CONTRACT.

\_\_\_\_\_  
SIGNATURE OF PARENT, GUARDIAN, OR  
PERSON LEGALLY RESPONSIBLE                                      DATE

Mail to:                      Student Housing Officer  
                                    Lassen Community College  
                                    P.O. Box 3000  
                                    Susanville, CA 96130

If you have questions, please contact  
us at (530) 257-6181 ext. 8969  
Or email at:  
dorms@lassencollege.edu

# FEE INSTALLMENT AGREEMENT

## How can I pay for my housing and meal plan?

Students have two options for payment of housing and meal plan fees. Students using cash, credit card, money order, or check can pay two equal installments; one at the time of move in and one by the 10<sup>th</sup> week of the semester. Students with financial aid or scholarships can use a fee payment plan form to defer their costs until their financial resources become available (until financial aid and student loans are disbursed). Please choose your meal plan and the option you will be using for payment below, sign this agreement and return it with your application/housing agreement.

### Please Choose One

\_\_\_ **10 Meals Per Week**

#### Fall Semester

Due at Check In            \$1237.50  
Due by Oct. 23<sup>rd</sup>            \$1237.50  
Total for Semester        \$2745.00

#### Spring Semester

Due at Check In            \$1237.50  
Due by Oct. 23<sup>rd</sup>            \$1237.50  
Total for Semester        \$2745.00

Security Deposit due at Application =  
\$250.00  
**Total Due for the Year = \$5490.00 +  
\$250.00 Security Deposit**

\_\_\_ **14 Meals Per Week**

#### Fall Semester

Due at Check In            \$1515.00  
Due by Oct. 23<sup>rd</sup>            \$1515.00  
Total for Semester        \$3030.00

#### Spring Semester

Due at Check In            \$1515.00  
Due by Oct. 23<sup>rd</sup>            \$1515.00  
Total for Semester        \$3030.00

Security Deposit due at Application =  
\$250.00  
**Total Due for the Year = \$6060.00 +  
\$250.00 Security Deposit**

### Please Choose One

\_\_\_ **Option One**

I will be paying with cash, credit card, money order or cash and expect to pay the first installment at move in

\_\_\_ **Option Two**

I will be using financial aid or other financial resources and will be entering into a fee payment agreement with the college prior to move in. I understand that any balance not covered by my financial resources will be due and payable at move in unless a different arrangement is made during the fee payment process

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Student Signature

Date

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Guardian Signature (For Students Under 18)

Date

## HOUSING CHECK LIST

### Check List:

In order to secure your room in Sainte-Marie Hall please return the following documents to the address below:

- \_\_\_\_ Residence Hall Housing Application/Agreement
- \_\_\_\_ Fee Installment Agreement
- \_\_\_\_ \$250.00 Security Deposit
- \_\_\_\_ Lassen College Application (new students only)
- \_\_\_\_ Appendix B (Only if the student is under 18 years of age)

### Mailing Address:

Student Housing Officer  
Lassen Community College  
PO Box 3000  
Susanville, CA 96130

**Fax Number:** (Application/Agreements may be faxed but will not be considered complete until a security deposit is received via mail or by credit card over the phone)

(530) 251-8873

## **2009/2010 SCHEDULE OF MOVE IN, BREAKS, AND CLOSURES**

### **Move In Dates:**

Residence Hall move in is an important process that requires both college staff and resident advisors. Due to the intensity of the process move ins outside of the scheduled times are not allowed. The resident student must move in during the following days and times:

### **Fall Semester**

#### Early Move In:

- August 3<sup>rd</sup> from 10:00AM to 6:00PM
- August 4<sup>th</sup> from 10:00AM to 6:00PM

*Early move in, while open to all students, is designed for athletes or others that need to report to campus prior to the beginning of school. No food service is provided and no activities are scheduled during this time. Permanent rooms may not be available and students may have to use a temporary room during this time period. Early move in is offered as a courtesy. Students are not charged for these days as part of the room charges.*

#### Regular Move In:

- August 13<sup>th</sup> from 11:00AM to 6:00PM
- August 14<sup>th</sup> from 11:00AM to 6:00PM
- August 15<sup>th</sup> from 12:00NOON to 6:00PM

### **Spring Semester**

#### Early Move In:

- January 4<sup>th</sup> from 10:00AM to 6:00PM
- January 5<sup>th</sup> from 10:00AM to 6:00PM

*Early move in, while open to all students, is designed for athletes or others that need to report to campus prior to the beginning of school. No food service is provided and no activities are scheduled during this time. Permanent rooms may not be available and students may have to use a temporary room during this time period. Early move in is offered as a courtesy. Students are not charged for these days as part of the room charges.*

#### Regular Move In:

- January 11<sup>th</sup> from 10:00AM to 6:00PM

## **Meal Service Breaks:**

### **Fall Semester**

August 15<sup>th</sup> – Begin meal service with breakfast

November 24<sup>th</sup> – Dinner will be the last meal served prior to Thanksgiving Break

November 30<sup>th</sup> – Meal service resumes with breakfast

December 18<sup>th</sup> – Dinner will be the last meal of the semester

### **Spring Semester**

January 11<sup>th</sup> – Begin meal service with breakfast

April 1<sup>st</sup> – Dinner will be the last meal served prior to Spring Break

April 12<sup>th</sup> – Meal service resumes with breakfast

May 28<sup>th</sup> – Lunch will be the last meal of the semester

## **Residence Hall Breaks and Closure:**

Sainte-Marie Hall is available for occupancy during Thanksgiving and Spring Breaks; however no food service is available at those times. Sainte-Marie Hall is **CLOSED** for occupancy from December 19<sup>th</sup> through January 3<sup>rd</sup>. Students will be informed of the proper check out procedure for this break and rooms will be dead bolted to assure security during the closure. Early check in will begin on January 4<sup>th</sup>.

**APPENDIX A**  
**RESIDENCE HALL EARLY TERMINATION FEE SCHEDULE**  
**2008-2009 ACADEMIC YEAR**  
**Lassen Community College**

Students must request in writing to terminate their RESIDENCE HALL HOUSING AGREEMENT. The student will be charged the percentile of the semester's fees based on the week the contract is terminated.

Example: If termination is requested and approved on the 4<sup>th</sup> week of the semester, the student will be charged 40% of the semester's total fees.

<u>Week in the Semester:</u>	<u>Percent of Semester's Fees Due:</u>
1 <sup>st</sup> week	25%
2 <sup>nd</sup> week	30%
3 <sup>rd</sup> week	35%
4 <sup>th</sup> week	40%
5 <sup>th</sup> week	45%
6 <sup>th</sup> week	50%
7 <sup>th</sup> week	55%
8 <sup>th</sup> week	60%
9 <sup>th</sup> week	65%
10 <sup>th</sup> and later	100%

**APENDIX B  
(FOR STUDENTS UNDER THE AGE OF 18)  
2009-2010 ACADEMIC YEAR**

The purpose of this addendum is to make certain that all minor students who are accepted in the Residence Hall at Lassen College have a clear understanding of the implications of their choice to live in an adult environment. The College is requiring that the parents/guardians of these minor students also sign this addendum, so that there will be shared understanding of how the College views the presence of minor student in the residence hall and how the staff will approach certain issues, should they arise. This document must be signed and returned to the Residential Life Office before the student will be allowed to move into the residence hall.

First of all, it is our expectation that both the student and parent/guardian realize that the student is moving into a living environment that is designed for adult students. The staff will not serve as substitute parents to minor residents, nor will they monitor minor students' behavior or view their choices differently than they would those of students aged 18 and older.

Secondly, it is our expectation that the student and parent/guardian have had a discussion of the realities and potential risks of living away from home in an adult environment, and they have determined that the student has the maturity to live and function in this setting. We assume, too, that the student is empowered and expected to make day-to-day academic and life-style decisions and choices on his/her own

Finally, it is our expectation that the parent/guardian wants and expects the student to find and use his/her own voice.

From the College's perspective, these three expectations translate into the following operational guidelines for the staff working with residents in the residence hall:

The staff will expect to hear directly from the student when there is an issue or concern that needs to be resolved. If the student is sharing information with his/her parent/guardian that the parent/guardian thinks we need to know about, he/she should encourage the student to tell us, not call us to speak for the student.

The student will be expected to tell the staff he/she sees or knows of behavior that violates the Student Code of Conduct or the Sainte-Marie Handbook. If the staff doesn't know about such behavior, they can't participate in solving the problem.

Please acknowledge your receipt, review, understanding, and acceptance of the contents of this addendum by signing below.

Parent/Guardian	Date	Student	Date
Received and Filed: _____		_____	
Residential Life Office		Date	

NOTE: If the student is an emancipated minor, the student may sign and submit this addendum without the signature of a parent/guardian, but a copy of the court documents that corroborate his/her emancipated status must be attached or already on file with the Residential Life Office.