

RESIDENCE HALL HOUSING PACKET
2008-2009 Academic Year
Lassen Community College

Instructions: Please read, complete, sign and return with appropriate payment to the Office of Student Services.

- A. RESIDENCE HALL HOUSING CONTRACT.
- B. RESIDENCE HALL INSTALLMENT PAYMENT PLAN.
- C. CONTRACT ADDENDUM, IF APPLICABLE.
- D. APPLICATION FOR ADMISSION

THE FIRST INSTALLMENT IS DUE AT CHECK IN.

***Exceptions:** If you are receiving Financial Aid, we will accept a copy of your award letter in lieu of the first installment. If you are in the process of applying for Financial Aid and HAVE NOT received your award letter, we will need your first installment payment. It takes six (6) weeks to process your Financial Aid eligibility.

- E. 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. In the beginning of the semester three students may be sharing one room. Most rooms are double occupancy. To accommodate all student housing requests you may be living in an alternate off-campus housing facility.
- F. SECURITY DEPOSIT. Send a \$250.00 check or money order with the enclosed documents. Deposits are refunded upon termination after all building damage/charges are assessed. **THE \$250.00 DEPOSIT IS REQUIRED TO RESERVE A ROOM SPACE FOR YOU.**
- G. EARLY TERMINATION FEE SCHEDULE. Cancellation of your Residence Hall Housing Contract **BEFORE THE END OF THE ACADEMIC YEAR** will result in penalty fee assessments.
- H. **IF YOU ARE UNDER 18 YEARS OF AGE...YOUR PARENT OR GUARDIAN MUST SIGN APPLICATION, CONTRACT, AND THE INSTALLMENT PAYMENT PLAN.**
- I. **To secure a residence hall room at Lassen Community College...complete and sign the attached three documents, and include your security deposit payment of \$250.00.**

1. Application for Residence Hall Accommodations
2. Residence Hall Housing Contract
3. Residence Hall Installment Payment Plan

I. Mail to: Dean of Students/Institutional Research
Lassen Community College
P.O. Box 3000
Susanville, CA 96130

If you have questions, please contact us at (530) 251-8841 or e-mail: dorms@lassencollege.edu

**RESIDENCE HALL INSTALLMENT PAYMENT PLAN
2008-2009
Lassen Community College**

**Instructions: Complete and sign. Select your meal plan very carefully.
We do not allow any changes once the semester begins.**

A. SELECT ONE (1) MEAL PLAN PROGRAM

_____ Fourteen (14) Meal Plan Program	Room	\$ 2,700.00
	Meals	<u>\$ 3,360.00</u>
	Total	\$ 6,060.00

_____ Nine (9) Meal Plan Program	Room	\$ 2,700.00
	Meals	<u>\$ 2,520.00</u>
	Total	\$ 5,220.00

Single occupancy (subject to availability) is \$1800 per semester.

B. SEMESTER PAYMENT SCHEDULE

2008 FALL SCHEDULE	14 Meal Plan	9 Meal Plan
Before Check-In	\$ 1,515.00	\$ 1,305.00
October 24, 2008	1,515.00	1,305.00
(By The Tenth Week of the Semester)	\$ 3,030.00	\$ 2,610.00
2009 SPRING SEMESTER	14 Meal Plan	9 Meal Plan
Before Check-In	\$ 1,515.00	\$ 1,305.00
March 20, 2009	1,515.00	1,305.00
(By the Tenth Week of the Semester)	\$ 3,030.00	\$ 2,610.00

C. AGREEMENT TO PAY THE INSTALLMENT PLAN

The undersigned agrees to make the installment payments on schedule. Students who possess a Financial Aid Award Letter may be allowed to adjust the payment dates. A monthly installment plan is available.

STUDENT'S SIGNATURE _____ DATE _____

IF YOU ARE UNDER 18 YEARS OF AGE, YOUR PARENT OR GUARDIAN MUST SIGN THIS AGREEMENT. I WILL BE LEGALLY AND FINANCIALLY RESPONSIBLE FOR PAYMENT.

SIGNATURE OF PARENT, GUARDIAN, PERSON
LEGALLY RESPONSIBLE FOR THIS AGREEMENT

DATE

RESIDENCE HALL EARLY TERMINATION FEE SCHEDULE

2008-2009 ACADEMIC YEAR

Lassen Community College

Students must request in writing to terminate their RESIDENCE HALL HOUSING CONTRACT. 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 4th 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>
1st week	25%
2nd week	30%
3rd week	35%
4th week	40%
5th week	45%
6th week	50%
7th week	55%
8th week	60%
9th week	65%
10th week and later	100%

RESIDENCE HALL HOUSING CONTRACT ADDENDUM
(For Students under 18 years of Age)
2008-2009 Academic Year
Lassen Community College

The purpose of this contract 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 a 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 the parent/guardian realize that the student is moving into a living environment that is designed for adult students. The staff, therefore, will not be assuming the role of “in loco parentis” for the minor students who choose to live on the Lassen College campus. Put more plainly, 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, s/he should encourage the student to tell us, not call us to speak for the student. If the student cannot speak for him/herself, he/she is probably not mature enough to move into this environment.

