



## Lassen Community College District

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 110 students with two person rooms. Laundry facilities, a staffed communal kitchen facility, 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 intramural programs (indoor flag football, three-on-three basketball, dodge ball and lots more) make up the Lassen College Intramural Program.

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, 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 [fbeaujon@lassencollege.edu](mailto:fbeaujon@lassencollege.edu) . You can reach the housing office at (530) 251-8879.

Sincerely,

Francis Beaujon, Director of Residential Life

## **SAINTE-MARIE HALL INFORMATION**

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

**Security/Cleaning Deposit:** Send a \$300.00 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. \$100.00 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 damages/charges are assessed.

\*If you choose to change rooms during the semester, your \$100.00 cleaning deposit will be forfeited to clean your room and possibly more if there are other damages or charges. A new \$100.00 cleaning deposit will be required for the remaining balance of your \$300.00 dollars as a deposit for your new room.

\*Each contract is good for one semester. If you choose to remain into the next semester, you will not be charged or forfeit a new \$100.00 cleaning deposit. You will only be charged a new \$100.00 or forfeit your \$100.00 if you choose to change rooms. If you vacate the dorms before the conclusion of your contract you will forfeit the entire \$300 dollars for your security and cleaning deposit.

**Room:** The room fee is \$300 per month. First and last month payments are required at check-in. Single rooms are only given upon request **AND**, if space permits. Single room occupants will be charged \$600 per month if they request their own room. At any time due to limited space in the dorms, a roommate may be put in your single room. If this occurs, the rate will revert back to \$300 per month fee.

### **What happens if I have agreed to a dorm contract and move out during the term.**

**You will owe for the entire term (\$1500):** Your housing agreement/application is a FULL ONE TERM CONTRACT. The \$200 refundable part of your deposit will not be returned.

### **What happens if I choose to check-in after the semester has begun.**

You will be charged beginning with the month that you checked in and at that point the terms of the contract take effect. If you reserved a room prior to beginning the semester you will be charged the entire amount depending on the contract you selected even if you choose to check-in after the semester has begun.

### **How are the rooms assigned?**

**Room Assignment:** Rooms are assigned on a first-come, first served protocol. Students may request a specific roommate in the space provided on the application. Single rooms are only given upon request **AND**, if space permits. Single room occupants will be charged \$600 per month. At any time due to limited space in the dorms, a roommate may be put in your single room. If this occurs, the rate will revert back to the \$300 per month.

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

**Housing Office:** You can phone the housing office at **(530) 251-8879**. The office is staffed Monday through Friday from 7am-3:30pm. You may leave a message 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 [fbeaujon@lassencollege.edu](mailto:fbeaujon@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 A must also be signed by both parties and returned with the application/agreement.

**Cooking in the dorm**

The Residence Hall has a common kitchen in one room in the dorm and it has range top stove, microwave/oven, sink/counter space for preparing food, etc. Students have access to this kitchen facility in the dorm to prepare their own meals. The ability to use the kitchen is determined by passing a workshop that is offered free of charge, to those residents who wish to use the kitchen. Students can have a small refrigerator in their rooms but no appliance with a heating element is allowed in their rooms by order of the Susanville fire officials. The dorm kitchen area has waffle makers, pots and pans, cooking utensils and good counter space to prepare food. This kitchen area also has a dining table so the student can eat in the kitchen/dining area and then clean up leaving the kitchen ready to be used by someone else. The area is overseen by Kitchen Resident Advisors who enforce all policies for that area.

**2016/2017 SCHEDULE OF MOVE-IN, BREAKS, AND CLOSURES**

**Fall Starting Move-In Date:** August 8, 2016 (You may check into your room any time the Housing Office is open)

**Spring Starting Move-In Date:** January 3, 2017 (You may check into your room any time the Housing Office is open)

**Dorm Closed:** December 23, 2016-January 3, 2017 (No-One will be permitted in the dorm during this period)

**Right of Denial:**

Lassen Community College maintains the right to deny any Residence Hall application.

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

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

**Lassen Community College - Residence Hall Housing Application/Agreement**  
**2016 Fall Term**

The return of the Residence Hall Application/Agreement, and the \$200.00 Security and \$100.00 Non Refundable Cleaning 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 ONE TERM.

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.

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 Mailing Address(Print) Street/PO Box		_____ City	_____ State	_____ Zip Code
(_____) _____ Area Code    Cell Phone Number	_____ Email address	_____ Date of Birth	_____ Male / Female Gender (Circle)	
(_____) _____ Area Code    Emergency Number	_____ Roommate Request (If any)	_____ Single (\$600/month)		

**Initial Appropriate Choice:**

\_\_\_\_\_ I intend to stay for the entire Fall 2016 term at the rate of \$1500/term.

\_\_\_\_\_  
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) 251-8879  
Or email at:  
[fbeaujon@lassencollege.edu](mailto:fbeaujon@lassencollege.edu)

## PAYMENT INSTALLMENT SCHEDULE

### Required at Check-In:

	<u><i>One Term</i></u>
First & Last Month payments (Aug/Dec) =	\$600
Security Deposit =	\$300
Total =	\$900

### Monthly Installments:

Where a weekend, holiday, vacation, or any other school function in which the business office is closed occurs, rent will be due on the first day of classes immediately following that break. Residents will receive a five (5) day grace period in which to make payment from each due day. If payment is not received within that grace period, our agreement will be terminated, and the resident will be required to move out of the dorm by the end of that month.

	<u><i>One Term</i></u>
August Payment (Due at Check-In) =	\$600
September Payment (Due Sept 1) =	\$300
October Payment (Due Oct 3) =	\$300
November Payment (Due Nov 1) =	\$300
December Payment =	Paid at Check-In

## HOUSING CHECK LIST

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

- \_\_\_\_ Residence Hall Housing Application/Agreement
- \_\_\_\_ Payment of \$1500 or \$600 and credit card authorization for a full term contract
- \_\_\_\_ \$300.00 Security and Cleaning Deposit
- \_\_\_\_ Lassen College Application (new students only)
- \_\_\_\_ Addendum A (Only if the student is under 18 years of age)

### Mailing Address:

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

**ADDENDUM A  
(FOR STUDENTS UNDER THE AGE OF 18)  
2016-2017 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 students 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 also assume, that the student is empowered and expected to make day-to-day academic and life-style decisions 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 what 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 Printed Name

\_\_\_\_\_  
Parent/Guardian Printed Address and Phone Number

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
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.