

2010-2011 CAMPUS HOUSING INFORMATION

WELCOME TO LTSP HOUSING!

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I. GENERAL HOUSING INFORMATION

Seminary accommodations include 36 one, two, and three bedroom apartments and 36 studio apartments. All of the studios and fifteen of the apartments are located in the Wiedemann Center, an air-conditioned and handicapped accessible building opened in 1998. Twenty-one additional apartments that were created by conversion of former single-family dwellings are located in five older buildings on the perimeter of the campus.

No smoking is permitted in seminary buildings, including inside individual student apartments and studios.

Please note that in order to be eligible for campus housing you must be a **full-time** student; i.e., registered for a minimum of eight courses per academic year (August through Spring) or four per semester. The only non-students who may reside in campus housing with the student are the student's spouse and/or any dependent children (under 18 or full-time college students).

Students who wish to change to a different housing unit at any point of the lease term after occupancy of their assigned unit may do so depending on availability and by paying a \$250 fee. The fee can be paid in advanced or can be charged to your student account prior to the moving date.

NOTE to all "single" housing tenants ("single" in this usage means all students otherwise eligible as studio residents, **including**, for example, "**resident commuters**" who may be married but who reside singly on the campus): All **such students, whether in a studio or in a perimeter apartment, participate in the Refectory Board plan.** There will be no waivers granted from this provision.

FOR YOUR INFORMATION --

- 1) Applications for housing and specific housing assignments are made through the Housing Coordinator.**
- 2) Leases/contracts, payments are the responsibility of the Business Office.**
- 3) Maintenance and repair issues are handled by the Facilities Department.**

II. HOUSING OPTIONS

A. STUDIO APARTMENTS (with BOARD) The Wiedemann Center

Each studio is designed for single-person occupancy and includes its own bathroom and built-in closet. They also include a kitchenette consisting of two-burner electric range, microwave oven, mini-refrigerator, counter with sink, and wall and base cabinets. On occasion those registering late for a studio will be assigned a studio without a kitchenette.

Studios are furnished with a single bed, armchair, desk and chair, dresser, bookshelf, and floor lamp. Residents will probably wish to provide their own desk lamps to supplement the lighting for study (**NOTE: halogen lamps are not permitted**). The bed includes two storage drawers in its frame and a bookshelf built into the headboard. Please note that the mattress is of the "extra deep" style (approximately 9" in height) and requires appropriately sized fitted sheets. The building is wired for cable TV and Internet and is equipped with locally controlled units for heating and cooling in season. **Pets are prohibited in the Wiedemann Center.**

Each floor of the building includes a full-service kitchen next to the lounge. The basement includes a large common lounge (Community Room) for use by adults and supervised children in the Seminary community, as well as an exercise room and coin-operated laundry.

Storage for studio residents is available upon request in the Wiedemann basement, consisting of a locker measuring 3'x3'x4'. All other tenant storage must be accommodated within the studio or a commercial facility at the tenant's expense. All storage of tenant belongings is to be limited to the tenant's own housing unit. This includes such equipment as bicycles and strollers. **Nothing is to be left in hallways or stairways;** this is a violation of the Philadelphia fire code, a code which will be enforced. All items need to be removed from housing unit and storage spaces upon termination of lease. The Seminary reserves the right to withhold deposit refund to cover the cost of removal of items left in storage spaces.

Studio contracts automatically **include the Refectory board contract (Food Service)**; the two elements are not separable. That is, the board contract is mandatory for LTSP students with studio contracts, and no waivers are granted. **A security deposit of \$250 is required for studios. (All single students, whether in a studio or in a perimeter apartment, participate in the Refectory Board plan.)**

Contract terms and fees 2010/2011 year are as follows for the room-and-board package:

Full Year (8/22/10– 5/25/11): \$9247*
August/Fall (8/22/10-12/23/10): \$4,623.50*
Spring (2/1/11 – 5/25/11) \$4,623.50*

* A utility surcharge of 5% is assessed to your student account for full year of studio apartments and is included in the above fee.

B. APARTMENTS

All students living in a studio during both Fall and Spring Semesters are required to take a full-year contract, whether or not they reside on campus during January Term. A student who will not reside in campus housing in both the Fall and Spring Semesters will be assessed separately for January Term at a monthly rate.

1. THE WIEDEMANN CENTER APARTMENTS

There are one, two, and three bedroom apartments available. Apartments are unfurnished, except that a kitchen range and a refrigerator are provided.

The basement includes a large common lounge (Community Room) for use by adults and supervised children in the seminary community, as well as an exercise room and coin-operated laundry. Storage is available in the basement upon request. It consists of a locker measuring 3'x3'x4'. All other tenant storage must be accommodated within the housing unit or at a commercial facility at the tenant's expense.

Heating and cooling are individually controlled. However, a building wide change is required to convert from heating to air-conditioning and vice versa. It is imperative to note that this change-over will be made at the discretion of the Facilities Department. Please note that we cannot change the system over for an unseasonable one or two day(s) spike or drop in temperature. Please note that heating will be available no later than October 15th and air-conditioning will be available no later than May 15th.

The building is wired for cable TV and the Internet. Pets are prohibited in the Wiedemann Center. It is important to note that it may be difficult to accommodate beds larger than double (full) size in the bedrooms, if other bedroom furniture is to be included.

2. PERIMETER APARTMENTS

These apartments have been created out of former houses so floor plans vary considerably. A coin-operated washer and a dryer are located in the basement of each building. Tenants may install window air-conditioning units with prior approval by the Facilities Department. Apartments are unfurnished, except that a kitchen range and a refrigerator are provided. Other home appliances such as, for example, freezers and portable dishwashers are not allowed by the layout of the kitchen or the electrical capacity of the building. Please bear this in mind as you plan your move to the campus. **No storage is allowed in the basement of each perimeter housing unit.** The closest public storage facility is about two miles from the campus on 1431 Ivy Hill Road Wyndmoor, PA 19150. For information please call 800.906.7237.

Telephone and cable TV service are acquired by direct contract between the student and off-campus vendor. Pets are prohibited, with the exception of cats (see the Pet Policy). Please be advised that hallways and stairways are narrow and may not accommodate larger furniture.

A security deposit of one month's rent is required for all apartments. Rents for Perimeter Apartments vary within each category according to floor space. Leases begin on only the 1st or 15th of a month (no pro-ration to less than a half-month's rent).

<u>MONTHLY RENTS</u>	<u>PERIMETER APTS</u>	<u>WIEDEMANN APTS</u>
One Bedroom	\$617-\$878	\$ 745
Two Bedrooms	\$818-\$1,210	\$ 860
Three Bedrooms	\$ 961	\$ 1,075

C. BOARD PLAN RATES

(REQUIRED FOR "SINGLE" APARTMENT RESIDENTS AS DEFINED ABOVE - OPTIONAL FOR OTHERS)

Full-Year (8/10-5/11):	\$3,566
August/Fall (8/10-12/10):	\$1,783
Spring (2/11-5/11):	\$1,783

All students living in a studio during both Fall and Spring Semesters are required to take a full year contract, whether or not they reside on campus during January Term.

A. FOOD SERVICES

When classes are in session, the Board Contract provides for breakfast, lunch, and dinner, Monday through Thursday, and breakfast and lunch on Friday.

Refectory Meals

To enhance the sense of community on the seminary campus, fourteen meals per week are provided in the seminary's Refectory while classes are in session during the academic year (excluding Summer Term). Lunch and dinner are served at prescribed times, beginning with community announcements and with prayer offered by individuals on behalf of the assembly. Food service is managed by Cura Hospitality, a professional food service company under contract with the seminary. A board contract that includes all meals is mandatory for all students living singly on campus. Other students, faculty, and staff are encouraged to eat at the Refectory as well, with meals available by advance ticket purchase.

Advance Purchase of Multiple Ticket Sets for Meals

All students are welcome to eat in the Refectory. For convenience in reducing the need to carry cash, non-boarding persons eating regularly at the Refectory may purchase meal tickets from the Refectory staff during business hours (charged to student account or checks only). Meal tickets purchased in lots of ten are available in Enrollment Services. The price per meal ticket is \$6.50; there is no discount for quantity purchase. Matriculated students may buy tickets in Enrollment Services in quantities of ten or more and charge them to their student accounts. Additionally, students may purchase meal tickets (charged to student account or checks only) at the Refectory during meal hours.

2010-2011 Refectory Food Services

Breakfast (Monday through Friday only) 7:15 - 8:15 am omeltes and eggs made to order

Continental Breakfast (Monday through Thursday only) 8:15 - 9:00 am Fresh fruit, yogurt, cold cereals, assorted bagels and breads

Lunch (Monday, Wednesday, Thursday, Friday) 12:30 - 1:15 pm

(Tuesday) 12:45 – 1:30pm Serving primarily hot and cold sandwiches with a vegetarian option. Soup, Salad bar with protein salads, mixed greens and side salads, dessert

Dinner (Monday) 5:00 - 6:00 pm

(Tuesday - Thursday) 5:15- 6:00 pm Hot entree with a vegetarian option, Salad bar, dessert

B. COMMUNITY LIFE

The primary purpose of campus housing is to foster an environment that promotes and supports a community of learning. All residents of campus housing are therefore expected to demonstrate sensitivity to the needs of others for a peaceful and orderly setting in which to study and learn.

The Seminary reserves the right to dismiss any student from campus housing whose conduct or whose family member's conduct, in the Seminary's judgment, jeopardizes the safety of the LTSP community or exhibits a disregard for the rights or welfare of others in the community.

In accordance with the Seminary's Insurance Policy Terms, live Christmas Trees are not permitted in Seminary Buildings.

C. VACCINATION POLICY

In compliance with Pennsylvania's College and University Vaccination Act, all students residing in campus housing must produce documentation that they have received a one-time meningococcal vaccination or sign a waiver declining the vaccine. Information about the vaccination and waiver forms is attached.

D. SUMMER OCCUPANCY

Students who conclude their programs at the end of the academic year need to vacate campus housing by the end date of their Lease or Contract (mid to late May or end of June).

All returning students who wish to request summer housing due to their CPE programs should submit the **Summer Housing Request Form**, due **March 30, 2010**. Returning students are defined as first year students who will continue their second year MDiv or MAR programs, and all MDiv seniors returning from Internship.

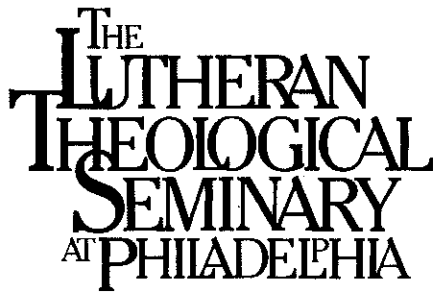
E. LEASES

Please submit your housing application promptly. You will receive an Apartment Lease or a Studio Contract by late July. Apartments are leased on a first-come, first-serve basis following the receipt of a complete housing request form.

F. PETS

No pets are permitted in Wiedemann Center.

The Seminary Policy is that a maximum of two declawed and neutered cats are permitted in each perimeter apartment. Those bringing a cat(s) must complete a cat registration form (included) when you sign your Perimeter Apartment Lease. When you file the registration form, you must include a **non-refundable fee of \$250 per cat registration**. This registration money will enable the Seminary to thoroughly clean and neutralize the apartment when your Lease is up, thus preparing the apartment for the next tenants.



2010-2011
CAMPUS HOUSING REQUEST
Return to Sara Calderón, Housing Coordinator
7301 Germantown Avenue
Philadelphia, PA 19119
By December 15, 2009, for returning students
and March 30, 2010, for new students

NAME: _____
[last] [first] [initial]

MAILING ADDRESS(ES)

Current: _____ Future: _____

Phone: _____ Phone: _____

E-mail: _____ E-mail: _____

Effective dates: _____ Effective dates: _____

All LTSP buildings, including tenants' living space, are smoke free.

STUDIO REQUEST

_____ I request a studio apartment accommodation in the Wiedemann Center for 2010-11 for the contract term or terms as checked:

_____ Full Year or one or two of the following:

_____ August/Fall _____ January _____ Spring

2010 - 2011 APARTMENT REQUEST*

I request a _____ one bedroom _____ two bedroom _____ three bedroom campus apartment
I prefer: _____ A unit in the Wiedemann Center _____ One of the "perimeter" apartments

Date of occupancy desired (specify month and 1st or 15th): _____

Persons who will be occupying apartment with you:

Name of spouse 1) _____

* The only non-students who may reside in campus housing with the student are the student's spouse and/or any dependent children (under 18 or full-time college students).

Children: 1) Age _____ Gender _____ 2) Age _____ Gender _____
3) Age _____ Gender _____ 4) Age _____ Gender _____

SPECIAL CONCERNS, REQUESTS:

[e.g., will your marital status change during 2010-11? Do you have pets? Do you have issues relative to accessibility? Will you be filing a cat registration form? For Special concerns please attach a separate sheet.]

THE
LUTHERAN
THEOLOGICAL
SEMINARY
AT PHILADELPHIA

TO: All Students Living in LTSP Housing

FROM: Sara Calderón, Housing Coordinator

RE: College and University Vaccination Act

The College and University Vaccination Act requires that institutions of higher learning, including seminaries, must prohibit a student from residing on campus housing unless the student has received a one-time meningococcal vaccination, or signed waiver declining the vaccine for religious or other reasons. The Act does not require that the institution of higher education pay for the meningococcal vaccine, but does make the institution responsible for providing the student with information about the disease and documenting the immunization or waiver.

It is imperative that you read the enclosed information and then provide either documentation that you have received the vaccination, or have completed a waiver form. Spouses and children of students living in campus housing are not required to participate in this program. However, it is certainly advisable that they consider receiving the vaccination.

Please forward the documentation or completed waiver to the student Housing Coordinator no later than September 30, 2009. Any questions regarding this Act should be addressed to the Department of Health at 1-877-PA-HEALTH.

The Lutheran Theological Seminary at Philadelphia
STATEMENT OF EXEMPTION TO COLLEGE AND
UNIVERSITY STUDENT VACCINATION ACT

Student's Name _____ Date of Birth ____ / ____ / ____

Address _____

Telephone (____) _____

I have been given a copy and have read, or have had explained to me, the information in the Meningococcal Vaccine Information Statement for Meningococcal disease. I have had a chance to ask questions that were answered to my satisfaction. I believe that I understand the benefits and risk if the vaccine required. However, I am requesting exemption for Senate Bill No 955, the College and University Student Vaccination Act.

MEDICAL EXEMPTION

The physical condition of the above-named student is such that Immunization would endanger life or healing.

Signed _____ Date ____ / ____ / ____

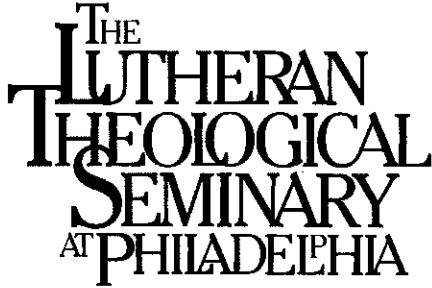
RELIGIOUS/OTHER EXEMPTION

(Includes a strong moral or ethical conviction similar to a religious belief)

I, _____, have a strong religious, moral, or ethical
(Printed name)
oppositon to such immunizations.

State your reason for requesting a religious/other exemption.

Signed _____ Date ____ / ____ / ____



REGISTRATION OF CAT(S) IN CAMPUS APARTMENT

Seminary Housing Policy allows a specific exception for cats to the general exclusion of pets in Campus Perimeter Apartments as follows:

One or two cats with the following provisions:

1. Cats must be declawed, spayed/neutered, and vaccinated (with proof of vaccination). They must be "housecats", without access to Seminary grounds.
2. Cats must be registered with the Business Office at the time the initial Lease is executed. The tenant-owner will pay a **pet registration fee of \$250** to address the cost of extra cleaning and servicing upon termination of the Lease. Please note: this is a **fee** - not a deposit. Property damages with repair costs beyond the \$250 fee and the standard security deposit will be the liability of the tenant, as provided in the Standard Lease.
3. Cats must have been pets of the student's household **prior** to the student's initial enrollment at the Seminary.

REGISTRATION

Tenant(s): _____

Apartment: _____

Beginning Date: _____

I/we am/are registering (___one cat) or (___two cats) under the provision of the Policy restated above.

Attached to this Registration form are:

1. Proof of vaccination
2. A check in the amount of \$250 payable to **LTSP** in payment of the fee.

I/we understand this registration must be completed (with items 1 and 2 above) before cats may be admitted to the apartment. I/we have read and understand the Seminary's Pet Policy, as provided, and agree to abide by its terms. I/we further understand that a new registration and fee must be filed upon any assumption of occupancy in a new apartment, or upon resumption of occupancy in the original unit after a period of absence (e.g., internship).

Signature

Date

Signature

Date

PETS IN STUDENT CAMPUS HOUSING POLICY
The Lutheran Theological Seminary at Philadelphia
(March 2005; Revised December 2007)

WIEDEMANN CENTER:

No pets, *only working dogs*, are permitted in the Wiedemann Center.

PERIMETER CAMPUS APARTMENTS:

One or two cats are permissible in an apartment with the following provisions:

1. Cats must have been pets of the student's household *prior* to the student's initial enrollment at the Seminary.
2. Cats must be declawed, spayed/neutered, and vaccinated (with proof of vaccination). They must be "housecats", *without access to Seminary grounds*.
3. Cats must be registered with the Business Office at the time the initial Lease is executed. The tenant-owner will pay a **pet registration fee of \$250** to address the cost of extra cleaning and servicing upon termination of the lease. Property damages with repair costs beyond the \$250 and the standard security deposit will be the liability of the tenant, as provided in the Standard Lease.
4. The registration and fee are due each time the student executes a new Lease; e.g., because of a change in apartments or upon return to campus from internship or study away. This obligation does not apply when an existing Lease is renewed.
5. This is a **non-refundable fee – not a deposit**.

No other pets except working dogs are permitted.

GOVERNANCE/ADMINISTRATION:

The Student Body and the Seminary Administration share responsibility for enforcement of this policy. All problems related to student pets in Seminary housing will be referred initially to the Executive Committee of the Student Body. The initial complaint must be submitted in writing; the first response will be a conversation by the Executive Committee with the parties involved. If that does not lead to a satisfactory resolution and/or there is a second complaint, the Executive Committee of the Student Body will schedule a hearing with the complainant and the pet owner and will issue a decision in writing. If there is still no satisfactory response from the tenant, the matter will be referred to the Seminary Administration for enforced removal of the pet(s) from Seminary property. The administrative remedies may progress as necessary from (a) to (d):

- a) Warning in writing.
- b) A fine of \$50 and second warning for non-compliance if there is no satisfactory response within one week of the first warning.
- c) A fine of \$100 and a third warning for non-compliance if there is still no satisfactory response. Fines will be charged to the student's fees account; if unpaid, they will result in the same penalties as apply to any unpaid fee; once levied, fines are payable even if correction follows.
- d) Termination of the Lease.