



STUDENT RESIDENTIAL PROGRAMME (SRP)

Policies & Regulations



JAMAICA THEOLOGICAL SEMINARY

Life on the Student Residence (SR)

What to Bring

Along with personal effects, minimum essentials will be twin bed sheets, pillow, pillow case, towels, washcloths, desk lamp, flashlight, and an iron. Students should also bring basic kitchen utensils such as: pots, pans, plates, cup/glass, and flatware (knife, fork and spoon). Other useful items to bring would be window curtains, a fan, and a bedside rug.

Residence Advisor (RA)

Each school year Residence Advisors (RAs) are appointed by the Seminary Administration to help with the administration of the residence halls.

The role of the RA is that of helping, advising, and counselling fellow students as they seek to achieve harmonious relationships in the residences. This will include reminding them of the rules, regulations, and principles that the school requires them to observe. The RA will also be responsible for drafting lists of specific duties assigned to students relating to the upkeep of the residence.

Any needs pertaining to the building should be reported to the R.A. who will then contact the appropriate member of staff.

Residential Agreement

All Students who have successfully applied to be housed on Dorm must sign a rental/lodger's agreement to complete the process for full acceptance on the JTS Dorm.

Student Residence Meetings and Devotions

All student residents are required to be present at dorm meetings and devotions. If for any reason you are unable to attend, you must notify the RA prior to these sessions.

In The Residence Halls

When living with other people in a community setting, guidelines must be formulated that will enable a congenial living environment. Students who are unable to abide by these criteria should consider living off campus.

Students are required to keep their rooms and bathrooms clean and tidy. There will be periodic room inspections and infractions will be noted and penalties applied if necessary.

A reminder to all residents: the playing of loud music or loud social interaction is not permitted during class sessions, Chapel or when other major events are being held on the campus. We urge all residents to remember that other individuals share the same space and the same consideration and respect must be given to all.

Lounges and kitchenettes are to be maintained by a roster arrangement supervised by the Residence Halls Advisor (R.A.). Occasional assistance may be given by the campus cleaner. Sheets must be used on the beds and no mattresses are allowed on the floor. Furniture and equipment must not be moved from room to room or from building to building.

Cooking or heating units should be used only in kitchenettes. Perishable food items should be stored in the kitchenette area of the lounges and not in the rooms. This is essential so as to avoid infestation of pests. **Noted infestations should be reported immediately to the R.A.**

**Clothes irons should be used in the passage,
not in the bedrooms**

The following are prohibited;

- The driving of nails, screws, etc into walls, doors, furniture, etc. (Permission may be sought from maintenance personnel for walls to be drilled and plugged to receive nails, screws, etc.)

- Pasting stickers, pictures, etc. on walls, doors, furniture, etc.
- Defacing walls, doors, furniture, etc. by scratching, marking, etc.
- Ironing on beds or any surface that could be damaged.

Strict security measures are to be maintained. Visitors (inclusive of non-resident JTS students) are not to be encouraged on to the Residence Halls, but should be entertained in the areas provided i.e. the student lounge, the tables and benches on the lawn areas. The Residence Halls are out of bounds to the opposite sex, except for the laundry areas and ground floor of the Residence Hall. The females may from time to time socialize with the male residents in the kitchen and sitting area of the male residence (this privilege is not to be abused). **Males are not allowed in the female environs of the residence (The Visitors' Policy is under review).**

Visitors to residents of the flats must be received directly by those occupants. Under NO circumstances should the gate be opened for persons unknown to residents. The grilled gate should be kept locked at all times. **Please note that if a student is resident in the flats but is being charged as a JTS resident, the student is expected to adhere to the rules stipulated for the dorm residents.**

All students are expected to adhere to the general code of conduct for campus living. The Administration reserves the right to withhold accommodation from students who do not conform to the spiritual regulations or whose level of conduct falls below required standards.

Student Relationships

Residence halls are generally out of bounds to members of the opposite sex. The exception to this protocol is mentioned in the Resident Halls Advisory, and includes administrative and maintenance duties to be carried out on the Residence Halls. Guests of the opposite sex are to be entertained in the Student Centre or in other areas provided on the Seminary grounds.

Laundry Facilities

Along with the regular washing facilities, two coin operated washing machines are available for use by campus residents. Tokens to operate these machines can be bought at the Accounts Department during office hours. Ironing boards are provided for use by students. Students must supply their own irons. The tidiness of the laundry room is the joint responsibility of all its users.

Holiday Period

Students are encouraged to move off campus during Christmas and Easter holidays. If a student desires to remain on campus, permission must be obtained from the Director of Student Affairs and the Accounts Department.

Strict security measures should be kept. Keep all doors closed and locked whenever possible.

Students are expected to adhere to the general code of conduct for campus living as previously stated.

End of School Year

At the end of each year, all rooms are to be cleaned and will be inspected before the departure of occupants. Any damage deemed the responsibility of the occupant(s) of the residence will be charged to the student(s) that occupied said room.

All personal belongings are to be removed from the rooms prior to inspection. (Students may also be asked to vacate their rooms during Christmas and Easter holidays, if the Seminary needs the use of the rooms). Students may store their belongings (if returning) in the space provided, **at their own risk**. They should be boxed with the name and address of the student clearly visible.

All students are reminded that placement on dorm is via application to the office of the DSA. Students residing on dorm are reminded that placement on the residence hall is not automatic in regards to the students being housed in the dorm/ residence hall during the previous academic year. All students who wish to be housed in the dorm

facilities must apply to the DSA at the end of the academic year for placement for the new academic year. The applications are considered on a first come first served basis, therefore all applications must be dated and are further dated in regards to when they are received by the DSA. The student will be notified via telephone if there is a vacancy for them on dorm followed by a letter of acceptance to the residence hall.

Keys must be returned to the Director of Student Affairs before any refund can be made. If keys are not returned it will be assumed that the student is still occupying the room and appropriate charges will be applied.



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EMERGENCY NUMBERS

POLICE: 119

FIRE: 110

AMBULANCE: 110

AMBUCARE: 978-2327, 978-6021

EMERCARE – 924-5001 (MON-SAT)

MRS. GIBSON: 336-7768

MRS. WILLIAMS: 336-7767

MR. V. WILLIAMS: 336-7797