

IMPORTANT STUFF (**Really** important stuff)

Dear student:

Welcome to Antigua and welcome to AUA. We in Student services hope your stay here will be everything you hope for. As soon as you get IT connected, you will receive a mass of email from the school telling you all manner of marvellous things. All those from this department will have subject headings so you may exercise your discretion before you exercise the delete button.

In addition to the plethora of information you have in this welcome pack, you may like to be familiar with the information that follows – and hope you never have to use it. It covers

Lock outs, let ins and lock changes.

Should you be so unfortunate as to lose your keys or lock them inside your room, your course of action will be determined by which dorm you stay in.

Cortsland and Serendipity – report to the property office..

All other dorms –

DURING normal work hours – report to student services office in Wing A. Whenever we can leave, we'll let you in.

EXCEPT for MANDALAY:

After 4:30PM and up to 7:00PM, - Call your building supervisor. If he's on site, he'll let you in. If not, he MAY return and the charge for that would be EC\$100.

After 7:00PM, No one is obliged to let you in. If the super returns, he may charge you whatever he will. Arrange a price with him first and make certain you have the money for him when he has done the job.

At Mandalay, the landlord lives on the other side of the island and does NOT hold bedroom keys. He cannot let you in. He is always available in any emergency, but lost keys are rarely emergencies. The only keys are held by the school and are locked in the school every night.

Lock changes will be billed to the student as the landlord sees fit. For security reasons, locks will always be replaced when keys are lost. The charges vary as the cost of locks, key copies and labour all vary.

Enjoy your adventure. You'll not be this way again.

Pat, Desiree and Tracey