CENTRAL SHENANDOAH CRIMINAL JUSTICE

**TRAINING ACADEMY**

## **Housing Request Form**

**Housing is available for all Basic Training Students at the discretion of their Agency.  Individuals responsible for scheduling basic trainees shall complete and forward the housing request form along with all applicable basic training documentation to the Academy Registrar, prior to the beginning of the basic training session.  Housing will not be reserved until the Academy Registrar has received the housing request form.  In-Service officers who travel more than fifty (50) miles, one-way, are also eligible for housing.  In-Service officers may request housing upon submission of the academy “Trainee Registration Form.”    Housing will be provided on a first-come, first-serve basis.**

Student Name:

   (Print or Type)                   (Last)                      (First)                              (M.I.)                       Male                 Female

##### Employing Agency:

Course Title:

##### Date(s) of Training:

                         I am requesting housing and do hereby agree to abide by all academy rules and regulations governing housing.  I further acknowledge that the academy is a smoke free facility and that **No Smoking** will be allowed in dormitory rooms.

                         NO HOUSING NEEDED

                                                                                                                                        ­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of Enrolled Officer Signature of Agency Administrator or Designee

Fax or mail to

Central Shenandoah Criminal Justice Training Academy  
3045 Lee Highway  
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Attn: Heather Gearheart • Email: [hgearheart@cscjta.org](mailto:hgearheart@cscjta.org)

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