

Middle East Region Staff College 2009

IN-PROCESSING

Upon arrival, please report to North Village Building A (#28 on the campus map), where you will check in and be given your assigned billeting. Students are required to arrive between 2000 and 2200 hours on Saturday, 6 Jun 2008. If you arrive earlier, you must wait with your vehicle in the parking lot. Staff will not be available for in-processing prior to 2000, and no billeting will be assigned prior to in-processing. All meals on Saturday are on your own.

College begins promptly at 0700 hours on Sunday, June 7. The balance of any tuition is payable upon check-in. Students who do not pay this balance will not be given billeting. All payment must be made by check or money order payable to "Middle East Region Staff College".

A \$15.00 key deposit is required at check-in, and will be refunded at out-processing on Saturday, 13 June, when you return your room key. Key deposits must be paid by check or money order made payable to "Middle East Region Staff College" and must be separate from any tuition balance. This is to allow the return of the check during out-processing. *At no time will cash be accepted as payment, or given as a refund.*