

JUDGE ADVOCATE OFFICER BASIC COURSE
REQUEST FOR EXCEPTION TO POLICY MEMO 2 - LODGING

All JAOBC Students will stay in the lodging directed by the Student Detachment Commander, unless explicitly granted permission for other accommodations. Generally, the only approved alternate lodging accommodations will be (1) a TJAGLCS Army Lodging Family Suite or (2) a 1 or 2-bedroom suite the Sonesta ES Suites.

Requests for exceptions to policy (ETPs) are approved on a case-by-case basis. ETP requests must state a bona fide need and specific reasoning to support the request for additional space. ETPs that do not state valid need with a justifiable reasoning are unlikely to be approved. These requests will be viewed critically and only granted in exceptional circumstances.

PART I - STUDENT INFORMATION

1. NAME (LAST, FIRST M.)		2. RANK	3. CLASS #
4. COMPONENT	5. EMAIL ADDRESS	6. PHONE NUMBER	

PART II - REQUEST DETAILS

7. REASON FOR ALTERNATE LODGING ARRANGEMENTS *(Students must state a bona fide need for lodging accommodations beyond a TJAGLCS Army Lodging standard size room. The request must include the extenuating circumstances or reasoning for the request along with number of additional guests.)*

PART III - VERIFICATION

READ AND ACKNOWLEDGE THE FOLLOWING STATEMENTS PRIOR TO SUBMITTING AN EXCEPTION TO POLICY REQUEST

INITIAL

8. I have read the October 2025 JAOBC Student Handbook, paragraph 4g regarding JAOBC Lodging Arrangements.	
9. I certify that the above statements are true and complete to the best of my knowledge and are made in good faith.	
10. I will not make arrangements to accommodate this request until I receive approval or verification from TJAGLCS Student Detachment.	
11. I acknowledge that an approved alternate lodging accommodation or associated circumstances will not excuse me from any course requirements.	
12. National Guard Only: My unit's written approval to fund alternate lodging accommodations is attached to this request.	
13. DATE	14. STUDENT SIGNATURE

PART IV- COMMANDER ACTION

15. I have considered your request above and I direct you to reside:			
	TJAGLCS Army Lodging Standard Room that accommodate up to one additional guest. As a reminder TJAGLCS lodging is co-located with a military school and you are responsible for the behavior of your guests.		
	TJAGLCS Army Lodging Family Suite that can accommodate up to three additional guests. As a reminder, TJAGLCS lodging is co-located with a military school and you are responsible for the behavior of your guests.		
	Sonesta ES Suites, 111 Millmont St, Charlottesville, VA at the government rate. <i>*If you elect to bring a pet, you are personally responsible for the non-refundable pet fee. This fee is not a reimbursable expense.</i> <i>** If you elect to stay in a 2-bedroom suite, you are personally responsible for the difference in price of a standard room at the government rate. This additional expense is not a reimbursable expense.</i>		
	Other accommodations as detailed below:		
16. In accordance with the JAOBC Student Handbook, do not make your own lodging reservation at TJAGLCS Army Lodging or the Sonesta ES Suites. Your initial lodging reservation will be made for you. You will be responsible for providing a payment method upon your arrival.			
17. Your directed lodging and associated circumstances do not excuse you from any course requirements. You are expected to take the initiative to ensure effective communication with student leadership and Student Detachment Cadre throughout the course.			
COMMANDER	RANK	SIGNATURE	DATE