



CENTRAL
BAPTIST COLLEGE

2024-2025 UPPERCLASSMEN HOUSING APPLICATION & CONTRACT

**\$250 deposit required upon application (your application will not be processed until the deposit is received)
Upperclassmen housing is a fee of \$2,750 per semester/ \$5,500 per calendar year.**

Upperclassmen Housing Requirements.

Students must meet one of the following requirements:

- Lived in a residence hall for four semesters
 - 60 or more credit hours (concurrent credit not included)
 - Be 21 years old, or older on the first day of class
-

Demographic Information

Name: _____ DOB: _____ Age: _____ Gender: M / F

Address _____ City _____ State _____ Zip _____

Phone () _____ E-mail Address: _____

Room Assignment & Roommate Preferences

In order to receive priority consideration for room assignments and requests, Returning Students must submit the application, contract, and \$250 deposit to the Director of Housing by May 1st for the Fall semester and/or December 1st for the Spring semester. Applications and contracts submitted after the dates indicated will not be given priority and room assignment preferences may not be honored. Priority for new students will be based upon the date in which the housing application and deposit are submitted.

Student House Information

Select primary and secondary residence.

House selection does not guarantee student placement. Placement is based upon space available. Students applying for upperclassmen housing after May 1st are subject to placement in alternate residence. See the Office of Student Services for a current listing of available upperclassmen properties and their capacities.

Student House Information (Cont.)

Primary Selection _____

Secondary Selection _____

Request specific housemate(s):

If you want the Residence Life Staff to select your housemates, you may leave this section blank. If you want to select your housemates, you and each of your housemates must request each other. If you and your housemates do not fill your primary or secondary house selection, you can expect the Residence Life Staff to fill your house with other residents.

Name (print) _____

Name (print) _____

Name (print) _____

Name (print) _____

Name (print) _____

Student Health Information

(This information is kept strictly confidential and is used only in emergency situations and for your protection.)

Parent/Guardian #1 Name: _____ Relationship: _____

Home Telephone: () _____ Cell Phone () _____

Occupation: _____ Work Phone () _____

Parent/Guardian #2 Name: _____ Relationship: _____

Home Telephone: () _____ Cell Phone () _____

Occupation: _____ Work Phone () _____

The best way to contact my parent/guardian is (be specific): _____

List name, phone number(s), and relationship of one other person we might contact in case of an emergency:

Name of Health Insurance Company: _____ Phone Number: () _____

Policy Number: _____ Group Number: _____

Name of the person insured (policy holder): _____

Are you allergic to any medicine or treatment? Yes No If yes, to what? _____

Do you take medication on a regular basis for a certain ailment? If you do, please explain. _____

If you have been diagnosed with any of the following, please check and explain below:

Allergies

Depression / Anxiety

HIV / AIDS

Self Mutilation

Asthma

Diabetes

Mental Disorder

Stomach Trouble

Cancer

Drug / Alcohol Abuse

Migraine Headaches

Tuberculosis

Chemical Imbalance

Eating Disorder

Seizures

Other

Character Reference

Students are to supply 3 character references for Upperclassmen Housing. References may not be family members or individuals under 21 years of age.

Name: _____ E-mail: _____ Phone: () _____

Name: _____ E-mail: _____ Phone: () _____

Name: _____ E-mail: _____ Phone: () _____

**Please read the following contract carefully.
Student must sign and date before a room assignment will be made.**

2024-2025 STUDENT HOUSING CONTRACT

This is a binding contract between Central Baptist College and the student from August 1st, 2024 – July 31st, 2025. Students will be responsible for the entirety of the semester bill on the first official day of class.

The student is urged to carefully read the contents of this document. At the time formal notice of a housing assignment is sent to the student, this contract is considered a binding agreement between the student and Central Baptist College.

TERMS AND CONDITIONS

I. ELIGIBILITY

- A. All currently enrolled students, who are age 24 and younger on the first day of classes at the beginning of the semester, are eligible to live in campus housing. Students who are 25 or older are not eligible to live on campus without a formal request and special consideration from the Dean of Students.
- B. The College reserves the right not to contract with students who have violated the terms and conditions of the housing contract or CBC rules or regulations, or who have past due balances with the college.
- C. Students must meet one of the following requirements:
 - a. Lived in a residence hall for four semesters
 - b. 60 or more credit hours (concurrent credit not included)
 - c. Be 21 years old, or older on the first day of class

II. CONTRACT PERIOD

- A. **The period of this contract is an entire calendar year (August 1st, 2024 – July 31st, 2025) and goes into effect at the point a student is final accepted through the Admissions Office.** (NOTE: A new housing contract must be signed at the beginning of each academic year.) **In order to receive priority consideration for room assignments and requests the application, contract, and housing deposit must be submitted to the Director of Housing by May 1st for the Fall semester and/or December 1st for the Spring semester. Applications and contracts submitted after the dates indicated will not be given priority and room assignment preferences may not be honored. Priority for new students will be based upon the date in which the Housing application and deposit are submitted.** If a student signs a contract after the beginning of the semester, the charges will be prorated based on the date that he/she moves into college housing.

III. HOUSING DEPOSIT

- A. Housing applications cannot be processed unless accompanied by a check or online payment receipt for \$250 (U.S.) made payable to Central Baptist College. The housing deposit can be paid online at http://www.cbc.edu/future_students/admissions/become_a_student/accepted_student/payment_portal.aspx
- B. The \$250 housing deposit is NOT applied toward regular room charges. The deposit is a guarantee against damages; proper check out and return of assigned keys; and an assurance of enrollment. Fees for lost keys and improper check outs will be taken out of the deposit. Students

will be held responsible for any damages of college housing property. The cost of damages will be taken out of the deposit first and payment for any remaining balance will be the responsibility of the student.

- C. Upon fully meeting the terms and conditions of the contract, the deposit will be carried over to the following academic year. A refund check in the amount of the deposit (less any fees or damages) will be issued to the student after submission of a written request by July 1 to the Director of Housing.
- D. This \$250 deposit paid by First Time Entering Students is refundable if the student gives written notice of canceling his/her housing application to the Director of Housing no later than July 1. Notification must be received or postmarked by July 1. New students entering during the spring semester must cancel their application by December 1. Notification must be received or postmarked by December 1. Cancellation after these dates will result in the forfeiture of the housing deposit.

IV. HOUSING PAYMENT

- A. While this contract is in effect, the student is required to meet all financial obligations of the contract. It is the student's responsibility to pay room and board charges at registration each semester, or through payment arrangements made through the Nelnet tuition management program. If a student does not pay the room and board fees by the due date, the College may terminate this contract, remove the student from College housing, and/or cancel the student's enrollment in the College.
- B. CBC reserves the right, subject Board of Trustees approval, to raise, lower, or modify room and board charges and fees without prior notice. If changes are made, all residents will be notified in a timely manner.
- C. After the first official day of classes, students are responsible for the entire semester's charges of room and board. Charges will NOT be prorated for students who withdraw from the college or move out of the residence hall during the semester.
- D. If a student withdraws from the college or decides to move off campus during the scheduled fall registration period, he/she will be required to pay the cancellation fee of \$500.00. This excludes the late registration period. Cancellation at this time will also result in the forfeiture of the housing deposit. See section VII. B for more information.

V. UPPERCLASSMEN HOUSING

- A. ASSIGNMENTS: The College reserves the right to make all residence hall, room, and roommate assignments. The College cannot guarantee a resident will be assigned in accordance with his/her preferences. Generally, room assignments are made on an application basis, based on student preference when possible. Room assignments will not be changed until the official room changing period begins two weeks after the first day of classes. The College reserves the right to change room assignments at any time for health, safety, maintenance, disciplinary reasons, or irreconcilable differences between roommates.
 - a. Private rooms may be requested by the student in writing. A limited number of single rooms are available and will be assigned if space is available and will incur an additional charge. Contact the Director of Housing for current private room rates.
 - b. Requests for roommates must be mutual on both students' Housing Applications or on written requests signed by both students.
- B. ROOM CHANGES: A room change may NOT be made without prior consent of the Resident Coordinator and will depend heavily on available space. After the first day of class in a given semester, a resident may request a room/roommate change through the Resident Coordinator. Times designated for room/roommate changes will be published by CBC Housing and Residence Life; no moves or changes will occur outside of the designated time frame, unless deemed necessary or required by the Resident Coordinator or Director of Housing.
 - a. The College reserves the right at any time to move the resident to another room, assign a roommate, or assess an additional charge for single room occupancy when only one student occupies a room.
- C. CHECK-IN CONDITION: The student's signature on the check-in form establishes acceptance of the condition of the room and contents at the time of occupancy and, therefore, becomes the standard for the condition of the room at the termination of occupancy. The student is liable for the condition of the room at the termination of occupancy. The student is liable for the condition of the room furnishings that are assigned to him/her and shall reimburse the College for all damage to or loss of these accommodations and furnishings, which is not the result of ordinary wear and tear. The College at its discretion shall make determination of the amount of such loss or damage, selection of a repair method, and scheduling of repair. If the amount of damage is less than the \$250.00 housing deposit, the cost will be deducted and the remaining balance may be refunded to the student. If the amount of damage is more than the \$250.00 housing deposit, the student forfeits the housing deposit and will be responsible for the remaining amount.
- D. CHECK-OUT: The student must check-out in accordance with printed check-out procedures. Failure to properly check-out will result in a \$75.00 improper check out fee. Failure to return a room key will result in a \$150 key replacement fee.
- E. RIGHT TO ENTRANCE, SEARCH, AND SEIZURE: The College reserves the right to enter student rooms as outlined in the Student Handbook.
- F. A resident may not sublease or rent a room assignment or permit another person to share a private room assignment.
- G. No pets/animals of ANY kind are permitted to visit, or stay in any residence of CBC.

VI. COLLEGE HOUSING REGULATIONS

- A. The Student Handbook contains the Housing Policies and Procedures. By signing this housing contract, the student is also agreeing to abide by all policies and procedures as outlined in the Student Handbook.

VII. TERMINATION BY THE STUDENT

- A. Students may be released from their housing contract for the following reasons (*NOTE: Written proof of any of these circumstances must be submitted to the Dean of Students for approval*):
- Graduation
 - Internship or course requirements for a degree from CBC where commuting a long distance would be required
 - Enrollment in military service
 - Marriage
 - Physical incapacitation or disability requiring
- B. **Students not re-enrolling for the spring semester can pay a cancellation fee of \$500.00 and be released from the academic-year-long contract at the end of the fall semester by providing written notification to the Director of Housing by January 13. (If written notification is not received by January 13, the student is responsible for the full room and board charge).**
- C. Contract termination will only be accepted in writing
- D. The housing deposit is refundable according to the guidelines outlined in section III. C. of this contract.
- E. Students receiving medical attention that are required to withdraw from college will have their housing charges prorated.

VIII. TERMINATION BY THE COLLEGE

- A. **All students whose housing contract is terminated by the College will forfeit the housing deposit and the room and board charge.**
- B. The College may terminate this housing contract and require the student to vacate the residence hall for, but not limited to, the following reasons and housing charges will not be prorated.
- Failure to meet financial obligations to the College.
 - Official College disciplinary action.
 - Failure to register for classes.
 - Violation of the terms of this contract.
- C. Students identified as needing mental health services beyond the capabilities of the College will have their charges prorated.

IX. MISCELLANEOUS

- A. **LIABILITY: CBC does not assume any legal obligation to pay for the loss or damage to the student's personal property if it occurs in its buildings or on its grounds, prior to, during, or subsequent to the period of the contract.**

X. SIGNATURE PAGE

Please initial each statement verifying that you understand each of the following:

_____ *I acknowledge that this contract is binding for one calendar year (August 1st, 2024 – July 31st, 2025).*

_____ *I certify that I have read all terms and conditions stated in this contract.*

_____ *I acknowledge that the Student Handbook is part of the contract.*

_____ *I certify that all of the information contained on the housing application is true and correct.*

_____ *I acknowledge that once I am final accepted by the College, this contract is binding.*

Signature of Student

Date

Signature of Dean of Students

Date

Students will receive a scanned copy of the housing contract and will be contacted by the Director of Housing by e-mail when the student becomes conditionally accepted.