



## 2018-2019 HOUSING APPLICATION & CONTRACT

**\$150 deposit required upon application (your application will not be processed until the deposit is received)**

- My deposit is included with this application.
- I have paid my housing deposit online using PayPal.
- I am a returning on-campus student and request that my deposit be rolled over from the previous year.

### Demographic Information

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street Address City State Zip

Home Telephone: ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

- Classification at start of contract period:  Freshman (0-29 hrs)  Sophomore (30-59 hrs)  Junior (60-89 hrs)  Senior (90+ hrs)  
Will you be 17 years old before August 11th  Yes  No  
Will you bring a vehicle to campus?  Yes  No

### Room Assignment & Roommate Preferences

In order to receive priority consideration for room assignments and requests, Returning Students, application and contracts must be submitted to the Dean of Students Activities by May 1<sup>st</sup> for the Fall semester and/or December 1<sup>st</sup> 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 is submitted.

I am applying for:

- (check one)  Academic Year (Aug-May) (**Most common**)  
 Spring only (Jan-May)

I request a specific roommate

Requested Roommate Name: \_\_\_\_\_

*You will only be assigned your requested roommate if you both list each other's name on your individual housing applications. You must request each other.*

I request a private room

*There are a limited number of private rooms. There is no guarantee you will be placed in a room by yourself.*

***If you receive a private room that you have requested, there is an additional charge. Contact the Dean of Students current private room rates.***

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 1. Do you have a physical condition which would prevent you from accepting a room assignment on the second or third floor? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. I consider myself to be a neat person.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. I like staying up late at night.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. I like a quiet environment.   | <input type="checkbox"/> | <input type="checkbox"/> |

List any collegiate athletic teams you will be involved with: \_\_\_\_\_

What is your declared major? : \_\_\_\_\_

List any hobbies, interests, programs, and/or clubs you will or plan to be involved with: \_\_\_\_\_

### 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:

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> Allergies          | <input type="checkbox"/> Depression / Anxiety | <input type="checkbox"/> HIV / AIDS         | <input type="checkbox"/> Self-Mutilation |
| <input type="checkbox"/> Asthma             | <input type="checkbox"/> Diabetes             | <input type="checkbox"/> Mental Disorder    | <input type="checkbox"/> Stomach Trouble |
| <input type="checkbox"/> Cancer             | <input type="checkbox"/> Drug / Alcohol Abuse | <input type="checkbox"/> Migraine Headaches | <input type="checkbox"/> Tuberculosis    |
| <input type="checkbox"/> Chemical Imbalance | <input type="checkbox"/> Eating Disorder      | <input type="checkbox"/> Seizures           | <input type="checkbox"/> Other           |

---



---



---



---

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

## **2018-2019 STUDENT HOUSING CONTRACT**

**This is a binding contract between Central Baptist College and the student for an ENTIRE ACADEMIC YEAR (Fall and Spring Semester).** If the student is under 18 years of age, this is also a contract between Central Baptist College and the student's parent or legal guardian.

This contract is offered to the student and, if the student is under 18 years of age, his/her parent or legal guardian. The student and parent/legal guardian are urged to carefully read the contents of this document. This contract must be signed by the student and his/her parent or legal guardian in the presence of a witness in order to be considered for a housing assignment. At the time formal notice of a housing assignment is sent to the student, this contract is considered a binding agreement between the student, the parent or legal guardian, 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. All full-time single students (enrolled in 12 or more hours) who are under 21 years old must live in on campus housing. To be eligible to live off campus a student must meet one of the following criteria:
- Be at least 21 years old on the first day of classes at the beginning of the semester
  - Lived in any college or university residence hall for four semesters. Transfer students need to provide proof from the transferring school that they have lived in the residence hall four semesters. This should be turned in when off campus forms are turned in.
  - Be married
  - Live with a parent, guardian, or other family member who is at least 21 years old within a 40 mile radius of Central Baptist College who have not lived in a residence hall for at least four semesters and are under the age of 21 are required to live on campus in the college-owned residence halls. Exceptions are made for local students who live with immediate, adult family (i.e. parents, legal guardians, grandparents, aunts and uncles, siblings who are over the age of 21) within a 40 mile radius from campus. All students under 21 years old who meet the requirements and choose to live off campus MUST have an off-campus request form approved by the Dean of Students. Commuter students 21 years old or older should keep the Registrar's office updated with their correct address. If a student is granted permission to live off campus with a parent or guardian who is 21 years of age or older and is caught NOT living with a parent or guardian and has falsified information, WILL move back in to the residence hall for the remainder of the semester and may face disciplinary action.
- 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.

#### II. CONTRACT PERIOD

- A. **The period of this contract is an entire academic year, fall and spring semester 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, Returning Students, application and contracts must be submitted to the Dean of Students by May 1<sup>st</sup> for the Fall semester and/or December 1<sup>st</sup> 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 is 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 the Residence Hall.
- B. Students are expected to vacate the Residence Halls according to the closing schedule.

#### III. HOUSING DEPOSIT

- A. Housing applications cannot be processed unless accompanied by a check or money order for \$150 (U.S.) made payable to Central Baptist College. The housing deposit can also be paid online using PayPal.
- B. The \$150 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 Dean of Students.
- D. This \$150 deposit paid by First Time Entering Students is refundable if the student gives written notice of canceling his/her housing application to the Dean of Students 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 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. RESIDENCE HALL ROOMS

- 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 a first come first serve basis, based on student preference when possible. Upperclassmen are given first priority. 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 on a first come first serve basis and will incur an additional charge. Contact the Dean of Students 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 Dean of Students.
  - 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 \$150.00 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 \$150.00 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. Returning students must register for classes during Fall Advance Registration in order to leave their belongings in the residence hall over Christmas break. Students who do not register during Fall Advance Registration must completely move out of the residence hall before the residence hall close prior to Christmas break. Students will be allowed to move back into the residence hall once they have registered and cleared the business office for the Spring semester.

#### VI. COLLEGE HOUSING REGULATIONS

- A. The Student Handbook contains the Residence Hall 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*):
  - a. Graduation
  - b. Internship or course requirements for a degree from CBC where commuting a long distance would be required
  - c. Enrollment in military service
  - d. Marriage
  - e. Physical incapacitation or disability requiring withdrawal from the College
- 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 Dean of Students by January 5. (If written notification is not received by January 5, 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.
  - a. Failure to meet financial obligations to the College.
  - b. Official College disciplinary action.
  - c. Failure to register for classes.
  - d. 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 (student first blank/parent or legal guardian second blank) verifying that you understand each of the following:

\_\_\_\_\_/\_\_\_\_\_ *I acknowledge that this contract is binding for one academic year (fall and spring semester).*

\_\_\_\_\_/\_\_\_\_\_ *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 Parent/ Legal Guardian Date

\_\_\_\_\_  
\*Signature of Dean of Students Date

\*Upon receipt of this contract, the Dean of Students will confirm receipt by signing and submitting this contract electronically to the student's email address listed on this application.