



BETHUNE-COOKMAN UNIVERSITY

Founded in 1904 by Dr. Mary McLeod Bethune
Department of Residence Life

Dear Parents,

Thank you for making the GREAT Bethune-Cookman University the institution of higher learning where your son or daughter will pursue a college degree. Your decision joins that of a record number of high school graduates each year. As you continue to prepare for their entry, several important dates, specifically related to housing, are outlined below:

- **A \$200 non-refundable housing reservation fee** is required of all students living on campus and must be paid prior to June 30th of each academic year. A check or money order payable to Bethune-Cookman University is required. Please write "Residence Hall Housing Fee" on your payment. Your credit card may also be used as a method of payment by calling the Cashier's Office at 386-481-2292/ 2289 between 9:00 AM and 4:00 PM Monday thru Friday for assistance with your transaction. **DO NOT SEND CASH.**
- For questions regarding admissions or enrollment requirements, please contact the Office of Admissions at 800-448-0228.
- The University requires that the Financial Aid form (FAFSA) be completed by April 1st of each year for returning students. Upon its completion, B-CU will send you an Award Notification Letter. Room assignments will only be made to those students who complete the FAFSA and pay the **non-refundable housing fee of \$200 by June 30th**.
- Students have until June 30th to document that enough financial aid has been secured to cover all charges for the fall semester. Students who miss this deadline **cannot be guaranteed a reservation** for the fall term. November 1 is the deadline for students to document that enough financial aid has been secured for the spring semester. **If financial clearance is not obtained prior to check-in, students will not be able to reside on campus until after that time.** Students who miss this deadline cannot be guaranteed a room assignment for the spring term. **These deadlines are fixed, and exceptions will not be made.**
- Every student must submit a **current medical examination record** to Student Health Services **prior** to being assigned to a residence hall.
- On-campus housing will not be assigned to students who fail to comply with the above policies and procedures.

The entire Wildcat nation welcomes you. We look forward to you becoming a member of the GREAT Bethune-Cookman University!

Sincerely,

Fulton Poston
Director of Residence Life

Sustaining a legacy of Faith, Scholarship and Service

640 Dr. Mary McLeod Bethune Boulevard ▪ Daytona Beach, FL 32114-3099

Office of Residence Life 386-481-2424

BETHUNE-COOKMAN UNIVERSITY

RESIDENTIAL CONTRACT FALL AND SPRING

This agreement is between Bethune-Cookman University (hereafter referred to as the "University"), and a student of the University (hereafter referred to as "the Student"). For the purpose of adherence to rules and regulations governing the conduct of occupants, "the Student" also refers to the identified party's parent(s) or legal guardian(s) who assumes the fiscal and social obligations imposed by the conditions and covenants in this agreement.

The University agrees to provide the Student with an on-campus housing accommodation (hereafter referred to as "Premises"), consistent with the conditions and covenants outlined in this agreement and based on space availability.

- I. Student agrees to pay the current housing rates (see current Bethune-Cookman University rate schedule or contact Residence Life for more information) for permission to reside on premises for the academic year. Rates are subject to annual approval and adjustments by the Fiscal Affairs Office of Bethune-Cookman University.
- II. The terms of this agreement will begin upon receipt of a signed contract and required fees. **Because you will be billed for room and board by Student Accounts, a release of contract form must be received 30 days prior to the first day of classes** for either the Fall or Spring semester. This agreement will remain in effect from the date of receipt until the last day of semester examinations, or graduation date, if the student is among those scheduled in advance to graduate. **Additional housing costs are required for occupancy during Spring Break, or between academic semesters.** The Department of Residence Life will provide instructions for separate applications and meal provisions during Spring Break.
- III. The provisions of the Fiscal Affairs Office (Student Residence Regulations and Agreements) and institutional rules contained in the Bethune-Cookman University Student Handbook are incorporated by reference into this agreement. The official University calendar is published in the Bethune-Cookman University catalog.
 - A. **Fall and Spring Semester:** The student agrees to reside on the Premises for **both the fall and the spring semester**, provided they are enrolled in the University for both semesters. **Note:** Once checked into the residence hall, if a student moves out, they will not receive a refund of any monies paid.
 - B. Housing fees are due and payable during the fee payment period of each semester, **unless other arrangements are approved by Fiscal Affairs.** Exceptions may apply to those persons who are enrolled in the University but do not reside on campus because of internships outside of Volusia County.
 - C. **Summer Supplemental Semester Only:** Summer Supplemental housing contracts are available at an additional cost, with restrictions. If you attend Summer School you are to **make a separate application for housing.**

Application Process and Fees: All students must make application for permission to reside on campus by returning a completed application signed by the student, indicating acceptance of the terms of the Housing Contract. At the time of the original application, student must also submit a payment in the amount of \$200.00 as a room reservation fee. **This fee is non-refundable and will be assessed on an annual basis.** For your security and safety all residence halls are equipped with surveillance cameras 24 hours a day. Drugs, alcohol and weapons are strictly forbidden and may result in immediate suspension or expulsion.

FRESHMAN RESIDENCY REQUIREMENT

By resolution of the Board of Trustees, freshmen under the age of 21 are **required** to live in our campus residence halls. The resolution further defines the campus residency requirements to include an allowance for the University to grant an exemption for the reasons listed below:

- You are a married student
- No rooms are available when you arrive
- You reside with your family within the city or county

Note: If a student elects to live in a B-CU residence hall, all policies and procedures must be followed, regardless of the age of the student.

Effective Fall, 2010, Bethune-Cookman University Freshman Curfew hours are as follows:

- **Sunday through Thursday 12:00 a.m.**
- **Friday and Saturday 2:00 a.m.**

EXCEPTION: If there are University related and approved activities that extend beyond the designated time period students must return to the residential halls upon completion of that activity.

PRIORITIES FOR ON-CAMPUS HOUSING: When spaces are available after sign-up periods, housing assignments will be made with priority given to those that have cleared fiscal/academic requirements first, and by classification:

- A. Freshmen (first priority for on-campus housing)
- B. Sophomores
- C. Juniors
- D. Seniors

DISCLAIMERS:

- A. Students are requested to voluntarily report any personal, medical or psychological conditions that would affect their residency at any B-CU residence hall.
- B. Residence Hall visitation between members of the opposite sex, and/or same sex contact in residence halls is strictly prohibited. Non-compliance is subject to a \$1,000 fine. (Please refer to the Student Handbook.)
- C. Any student who is destructive, insubordinate, disruptive, uncooperative, or persistent in violating Residence Life policies and practices (including violating the rights of others), will be asked to move off-campus within seventy-two (72) hours. Extreme cases may require a student to leave with a twenty-four (24) hour notice.

ADDENDUM

Football Players:

All football personnel (*inclusive of players, trainers and managers*) are required to report to pre-season training. (There are a maximum of fifteen (15) days for pre-season training camp.) Training Camp will not extend beyond the date and time of the arrival of all freshmen and/or new students. All student athletes that are identified as upperclassmen in a letter from the Athletic Director will be required to adhere to the rules listed below. **Note:** Letter must be on file with the VPSA and the DRL:

- Beds must be cleaned and stripped to the mattress; room must be **ABSOLUTELY** clean, and neat. Trash must be removed from the room.
There is a \$200.00 dirty room fine for non-compliance.
- Students who have not moved out by the required date will be charged for the entire semester with **no exceptions**. Therefore, all housing arrangements must be made before the end of training camp.
- All personal belongings must be removed from the room with no exceptions. Any personal belongings left in the residence hall after the athlete has signed out will be discarded and the athlete will be charged a removal fee of **\$100.00**
- Room keys and/or swipe cards must be returned immediately to residence hall staff. Athletes must sign out of the residence hall as required by the policies and procedures of the Department of Residence Life. A **\$50.00** fee will be charged for keys not returned.

The same procedures shall be in effect for all sports teams or auxiliary groups that may be required to use on-campus housing for mandatory training camps scheduled before orientation and registration.

Parent/Guardian Campus Leave Permission Form

Name of Student	ID or Social Security Number		
Address	City	State	Zip
Telephone Number	Date of Birth		Sex (M/F)

Bethune-Cookman University attempts to provide maximum security for its students. Freshmen students living in campus residence halls are required to sign out with permission from their parent/guardian. Please indicate your permission for the following:

	YES	NO
➤ Travel with university sponsored organizations	_____	_____
1. _____		
2. _____		
3. _____		
➤ Sign out to go home on weekends.	_____	_____
➤ Sign out to visit relatives on weekends.	_____	_____
➤ Sign out to travel with friends on weekends	_____	_____
➤ Other	_____	_____

I understand that Bethune-Cookman University will allow the resident listed above to travel and/or visit as specified. However, the administration reserves the right to rescind this privilege when deemed appropriate.

Print Name of Parent/Guardian

Signature of Parent/Guardian

Witnessed by Notary Public

Date

Signature and Seal of Notary Public

Date

PERMISSION FORM NOT VALID WITHOUT NOTARIZATION

Reservation Fee and Room Assignment

Financial clearance is required before a room assignment is finalized. **Note: Room reservation fee of \$200.00 is non-refundable. If financial clearance is not obtained prior to check-in, students will not be able to reside on campus until after that time.** Rooms will be assigned on a first come, first served basis.

Bethune-Cookman University will make every effort to accommodate requested room selections; **however, payment of room deposit does not guarantee a specific room request.**

I have read the full text of this contract, and I understand it. By signing this contract, I agree to abide by all of its covenants. (Please send pages 4 thru 6 with your Intent to Enroll form, along with your \$200.00 room reservation fee.)

(Please print clearly)

Print Name of Student

Year enrolled/Term

Social Security/Student ID #

Signature of Student

Date

Telephone Number

Parent/Guardian Name (Print)

Date

Parent/Guardian Signature

Signature and Seal of Notary Public

Date

COMPLETED APPLICATION NOT VALID WITHOUT SIGNATURE AND NOTARIZATION

Return pages 5 thru 8 to the Office of Admissions

FOR OFFICE USE ONLY:

Student ID# _____

GPA _____

Received by: _____

Date: _____

Check#: _____

Name of Bank: _____

Residence Hall: _____

Room: _____ Into System on: _____

Letter Mailed On: _____
Day Month Year

Reservation Fee: YES ____ NO ____

Date Paid _____

Residence Hall Assignment

Female

Curtis Hall _____

Ja-Flo Hall _____

Joyner Hall _____

Meigs Hall _____

Living Learning Center (LLC)

Lee Hall _____

Moore Hall _____

Thompson Hall _____

Male

Bronson Annex _____

Bronson Hall _____

LeFevere Hall _____

Co-Educational

Lee E. Rhyant Residential Center _____

Room space is limited. Students expecting to live on-campus should complete this contract and return with a \$200.00 room reservation fee no later than June 30th for fall semester. (November 15th is the deadline for the Spring semester) After the above listed dates, reservations cannot be guaranteed. Available housing will be assigned on a first come, first served basis. Send CHECK, CASHIER'S CHECK or MONEY ORDER payable to BETHUNE-COOKMAN UNIVERSITY.

New Students: BETHUNE-COOKMAN UNIVERSITY
ATTN: Office of Admissions
640 Dr. Mary McLeod Bethune Blvd.
Daytona Beach, FL 32114-3099

Returning Students: BETHUNE-COOKMAN UNIVERSITY
ATTN: Residential Life Department/Parlin Center Rm#207
640 Dr. Mary McLeod Bethune Blvd.
Daytona Beach, FL 32114-3099