



BETHUNE-COOKMAN UNIVERSITY

Founded in 1904 by Dr. Mary McLeod Bethune
Offices of Residential Life

Dear Parents,

Thank you for selecting Bethune-Cookman University as the institution of higher learning where your son or daughter will pursue a college degree. We are pleased to announce that yours is a decision that a record number of high school graduates are making each year. As you continue to prepare for your son or daughter's entry into college, you will need to respond to several important dates specifically related to housing your son or daughter on campus. These dates are outlined below:

1. A non-refundable housing fee of \$200 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 can be used and made payable to Bethune-Cookman University. In the memo section of your check, please write Residence Hall Housing Fee. Your credit card can also be used as method of payment. Please call the Admissions Office at 1-800-448-0228 for assistance with your credit card payment. **Do Not Send Cash.**
2. The University requires that the Financial Aid form (FAFSA) must be completed by April of each year for returning students. Upon completion of the FAFSA, you should receive your son's or daughter's Award Notification Letter by June.
3. A room assignment will be given only to those students who complete their FAFSA, pay the non-refundable housing fee of \$200 by the May 31st deadline, and can document that enough financial aid has been secured to cover the cost of tuition and room and board for the entire academic year.
4. Students have until July 15 to document that enough financial aid has been secured to cover all charges for the Fall Semester. Students who miss the July 15 deadline cannot be guaranteed a room assignment for the Fall term. November 1 is the deadline for students to document that enough financial aid has been secured for the Spring Semester. Students who miss the November 1 deadline cannot be guaranteed a room assignment for the Spring term. **These are fixed deadlines and exceptions will not be made.**
5. Each student's current medical examination record must be submitted to the University's Student Health Services Department **prior** to the student being assigned to a residence hall.
6. On-campus housing will not be assigned to students who fail to comply with the above policies and procedures.

We look forward to your arrival on campus as a member of the Great Bethune-Cookman University.

Sincerely yours,

Greg Smith, Dean of Men

Sustaining a legacy of Faith, Scholarship and Service

640 Dr. Mary McLeod Bethune Boulevard • Daytona Beach, FL 32114-3099
Dean of Women Direct Line 386-481-2414 • Fax 386-481-2405
Dean of Men Direct Line 386-481-2901 • Fax 386-481-2918

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 or the "Student" also refers to the identified party's parent(s) or legal guardian(s) who assume the fiscal and social obligations imposed by the conditions and covenants in this agreement.

- I. 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.
- II. Student agrees to pay the University the current housing rates (see current Bethune-Cookman University rate schedule or contact Housing 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.
- III. The terms of this agreement will begin upon receipt of this signed contract and the required fees. **Because you will be billed for room and board by student accounts, written cancellation of this contract 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 after semester examinations or graduation date; that is, if the student is among those students scheduled in advance to graduate. An addendum, at additional costs is also required for occupancy during times between academic semesters. **All residential halls are closed during Christmas break. Special application and provisions for meals must be made for Spring break.**
- IV. 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 the student is enrolled in the University for both semesters. 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.
 - B. **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**.

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 for room reservation fee. **This fee is non-refundable and will be assessed on an annual basis.**

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 defined the on-campus residency requirements to include a framework by which the University may grant exemption to the general regulations for the following reasons:

1. You are a married student
2. You reside with your family within the city/county
3. No rooms are available when you arrive

LeFevre Hall, Joyner Hall, and Lee Hall are designated as freshman residential halls. All residents of these halls are to abide by the curfew requirements of the University as follows:

- **Sunday through Thursday 11:00 p.m.**
- **Friday and Saturday 1:00 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.

UPPERCLASSMAN HOUSING:

Priorities for on-campus housing, when spaces are available after sign-up periods, will be made according to the following priorities. Those that have cleared fiscal/academic requirements and classification:

- A. Freshmen (must be housed first on-campus)
- B. Sophomores
- C. Juniors
- D. Seniors

DISCLAIMERS:

- A. I am not aware of any personal, medical or psychological conditions that would preclude me from living in the residential halls.
- B. No illegal dormitory visitation (opposite sex or same sex contact) in the residential hall. Suspension for at least one semester (Please refer to Student Handbook).
- C. Any student who is destructive, non cooperative, insubordinate, disruptive, and persistent in violating dormitory policies and practices (which includes 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:

- I. All football personnel (*inclusive of players, trainers and managers*) are required to report to pre-season training. (Note: There are fifteen (15) days maximum for preseason training camp.) This period cannot extend beyond the period expected upon receiving the arrival of all freshmen and/or newcomers. All football personnel that are upperclassmen and are listed by a letter provided by the Athletic Director to the Office of the Dean of Men will be required and responsible to adhere to the following:
 - Students who have not moved out by the required date will be charged for the entire semester with **no exceptions**. Therefore, all prior arrangements must be made before the final applicable date.
 - All personal belongings must be removed from the room with no exception. Any personal belongings left in the residence hall after the student has signed out will be discarded and the student will be charged a fee of **\$100.00**
 - All room keys must be returned immediately to residence hall staff and student must sign-out of the residence hall in life manner as signed in. (There is a **\$50.00** fee for keys not returned.)
 - Beds must be cleaned and stripped to the mattress, room must be **ABSOLUTELY** clean, neat and trash must be removed from the room (There is a **\$50.00** fee for room not clean.)

In the event that other sports teams or auxiliary groups are required to be on-campus for a mandatory training camp prior to orientation and registration, the same procedure shall be in effect.

**PARENT/GUARDIAN
CAMPUS LEAVE PERMISSION FORM**

Name of Student

Social Security Number/ID#

Home Address

Telephone Number

City State Zip Code

Date of Birth Sex (M/F)

Bethune-Cookman University attempts to provide maximum security for students. Freshmen students' on-campus is asked to sign-out with permission from their parents/guardians. Please indicate your permission for the following:

	YES	NO
1. Travel with university sponsored organizations	_____	_____

(Please list applicable groups.)		
2. Sign out to come home on weekends.	_____	_____
3. Sign out to visit relatives on weekends.	_____	_____
4. Sign out to travel with friends on weekends	_____	_____
5. Black College Reunion (not a college event)	_____	_____

I understand that the college will allow the student listed above to travel and/or visit as noted. However, the administration reserves the right to deny 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

**RETURN THIS FORM WITH HOUSING APPLICATION
(NOT VALID WITHOUT NOTARY)**

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

(Please print clearly)

_____ Print Name	_____ Year enrolled/Term	_____ Telephone
_____ Student's Signature	_____ Date	_____ Social Security #
_____ Parent/Guardian's Name (Print)	_____ Parent/Guardian's Name Signature	
_____ Signature and Seal of Notary Public	_____ Date	_____ Student ID #

FOR OFFICE USE ONLY:

Received by: _____ Date: _____

Check#: _____ Name of Bank: _____

Dorm: _____ Room: _____ Into System On: _____

Letter Sent Out On: _____, 20_____

Please return pages 4 thru 6 to the Office of Admissions