

CBU Freshman/Transfer Housing Contract



Freshmen and Sophomores whose permanent residence is beyond a 30-mile radius will be required to live on campus for both their Freshman and Sophomore years. Any request for exception to this rule must be made in writing and submitted for approval to the Vice President for Student Life.

PERSONAL INFORMATION

MALE FEMALE

Preferred Name _____

Last Name _____

First _____

Middle _____

Street Address _____

City _____

State _____

Zip _____

County of Residence _____

Telephone () _____

Email _____

CBU ID # _____

Religious Preference _____

EMERGENCY CONTACT

Parent or Guardian's name _____

Address _____

City _____

State _____

Zip _____

Telephone () _____

I REQUEST HOUSING FOR: (fill in year)

Fall _____

(All contracts signed in the fall are for the entire year)

Spring _____

June _____

July _____

I REQUEST THE FOLLOWING MEAL PLAN:

Unlimited + 50 \$BUC

10 meals + 100 \$BUC

14 meals + 50 \$BUC

5 meals + 150 \$BUC

(for Avery & Capstone residents only)

MY CLASS IS:

Freshman Transfer _____

PREFERENCE INFORMATION

RESIDENCE PREFERENCE: (Indicate 1st, 2nd, 3rd choice)

___ Rozier (male) ___ Stritch ___ Maurelian (female)

___ Avery* ___ Capstone* *on space-available basis after June 1

ROOM PREFERENCE:

Single Double

Roommate Preference _____

Room or Floor Preference _____

I would like the opportunity to room with an international student.

Do you have any physical disabilities or conditions warranting special consideration in making your room assignment? Yes No
If yes, a statement from your physician or the Director of the Office of Students with Disabilities must be attached.

UPON SIGNING THIS CONTRACT, I HEREBY AGREE TO THE FOLLOWING TERMS AND CONDITIONS: I understand that Christian Brothers University shall have no responsibility for theft, destruction, destruction by fire or by acts of God, or loss of monies, valuables, or other personal properties belonging to or in my custody from any cause whatsoever, whether such losses occur from my room, a storage room, or a public area. (We suggest that you contact your insurance agent for details to ensure coverage under your current homeowner's insurance policy or the possibility of purchasing a separate renter's insurance plan.) Upon signing this contract, I hereby agree to comply with all rules and regulations in the current Christian Brothers University Student handbook (*The Compass*), and to the additional terms and conditions listed in this contract.

Student's Signature _____

Date _____

Parent's Signature (If student is under the age of 17) _____

Office Use Only

ADMISSIONS
COUNSELOR:

Ext _____

CONTRACT PROCEDURES

Contracts for residence hall living may be obtained from the Office of Admission. Because assignments are allocated based upon the date of receipt, completed Contracts accompanied by a Security Deposit of \$150.00 should be returned to the Office of Admission as soon as possible. No Contract will be considered complete without the required deposit. After August 1, the Office of Student Life cannot make any guarantees concerning specific room reservations. The Student Life Office reserves the right to refuse any residential living Contract, to change or cancel any residential living Contract, and/or to terminate a resident's occupancy for justifiable cause. All checks or money orders should be made payable to Christian Brothers University. To be eligible for on-campus living, an applicant must be accepted as a full-time undergraduate student to the University. Any student who has not finalized their registration for the term by the first day of classes or has withdrawn from the University must vacate the residence hall within 24 hours.

HOUSING SECURITY/DAMAGE DEPOSIT

A \$150.00 Housing Security/Damage Deposit is required of all students and must accompany the Housing Contract. If this deposit is not received with the completed Contract, the Contract will not be considered complete and will not be processed. The Security/Damage Deposit will be refunded when a student graduates or completely withdraws from the University.

CANCELLATIONS FOR FRESHMAN AND TRANSFER STUDENTS

Any student who wishes to cancel his/her residence hall contract must submit a letter in writing to the Office of Student Life and receive approval from the Director of Residence Life. After May 1, deposits are non-refundable and will be applied against your Cancellation Fee in the event that you choose not to enroll. After August 1, any freshman or transfer student will be responsible for room and board charges if he/she remains enrolled in classes. Exceptions to this policy may be made by the Vice President for Student Life only after reviewing documentation submitted by the student or his/her parents/guardian in support of a request not to live on campus.

BREACH OF CONTRACT

Fall contracts are for the full academic year (exception: students graduating in the fall semester or if a student withdraws from the university). A \$500.00 breach of contract fee will be assessed for students who do not return to the residence halls for spring semester.

CONTRACT PERIOD AND CONDITIONS

The residence halls are operated primarily for use by CBU full-time Day students. Fall assignments/contracts are for the full academic year (both fall and spring semesters). The academic year begins on the first day of the Day Program Orientation and ends on the last day of final examinations for the Day Program spring semester. The contract does not include housing for fall, Christmas, and spring breaks. Special living arrangements during these periods are possible. Please contact the Director of Residence Life about eligibility and pricing.

CONSOLIDATION

The Director of Residence Life makes every effort to assign each resident to his/her preference in the residence halls. However, if a resident is currently being billed for a double room assignment and does not have a roommate, consolidation begins. It is the position of the Residence Life Office to offer you the option for single rooms whenever possible. If the resident wishes to remain in double occupancy, then the resident will move to another double room assignment. Consolidation begins during the second week of classes.

RENT

Room and board payments are due in their entirety prior to the student's occupancy of the residence hall space. All fees are paid at the Business Office, 650 E. Parkway South, Memphis, Tennessee 38104. Checks and money orders should be made payable to Christian Brothers University.

RESIDENT'S RESPONSIBILITIES

The following rules are set to preserve the condition of the halls, rooms and their contents, and are the resident's responsibility. Any violation of these rules causing damage to University property will result in appropriate charges and disciplinary action to the resident(s) involved. (See the student handbook, THE COMPASS, for additional information.)

- Window screens, curtains, and/or blinds are not to be removed. Furniture assigned to a room must remain in the room.
- Water furniture (i.e. waterbeds), weightlifting equipment, and any vehicles having internal combustion engines are not permitted in the residence halls.
- Bicycles may be stored in racks or in residents' rooms with the approval of roommates. They may not be stored in stairwells, hallways, or access ways.
- Refrigerators of 7.0 cu. ft. or less are permitted provided they are maintained in a sanitary condition and do not interfere with other students in the suite. Window air conditioners (other than those provided by the University) and other electrical appliances or items producing heat through open flames, heated coils, or heated liquids (except hair styling equipment) are prohibited.
- Stereos, radios, and television sets may be used in individual rooms provided they are used in a responsible manner and do not infringe on the rights of others. Students who habitually disturb others by playing their stereos, radios, or televisions are subject to disciplinary sanctions. Rooftop antennas may not be erected. The use of electric guitars and amplifiers in the residence hall is forbidden.
- Students may not keep animals of any kind in the residence halls. Aquariums under 10 gallons are allowed provided they are maintained in a sanitary condition and are emptied of fish or their living occupants over breaks.
- During the summer and Christmas breaks, the custodial staff cleans all bathrooms. It is therefore necessary that all personal belongings and carpets be removed from the bathrooms to allow cleaning. All suites not complying will be charged accordingly.
- All personal possessions must be removed when vacating rooms. Failure to comply will result in removal and cleaning charges being assessed and possessions disposed of.
- Furnishings and other possessions that would require the displacement or removal of University property cannot be permitted. Construction of lofts is not permitted.
- Public area furnishings or equipment removed or taken to residents' rooms constitutes theft of University equipment.
- Residents are individually responsible for any room damage or alteration and missing or damaged equipment.
- Residents are jointly responsible for the care, cleanliness and protection of the common areas of their building. Hall, floor, suite, or common area damages will be charged to students of that area if assessments to specific individuals cannot be determined.
- Residents shall not use any device which leaves a permanent mark when attaching objects to the walls or ceiling (e.g. nails, screws, staples thumbtacks, double-sided tape, etc.)
- The loss of a resident's room key must be reported to the Student Life Office. In order to protect the room's occupants and possessions, the room's lock may be changed and the student(s) charged for re-keying the room.
- No student is to permit his or her room to be used for any commercial purpose. Soliciting in the residence halls or on University grounds is forbidden without the expressed written permission of the Vice President for Student Life.
- Each resident and his or her guest(s) must cooperate and comply with the directives of University officials acting in the performance of their duties and agree to abide by all policies and procedures stated above and by those found in the student handbook, THE COMPASS.
- Violations of University regulations or conduct deemed to be such as to require the removal of the student from the residence hall in the best interest of other residents will be grounds for the termination of the housing agreement. The usual provisions of due process will apply. No refund will be applicable for a student who has been evicted. An evicted resident will have 24 hours to vacate his/her room.

BOARD

A meal plan is required for all resident students. The Rozier, Maurelian and Stritch board plans consist of a student's choice of an unlimited meal plan; a 14-meal plan; or a 10-meal plan. Using the BUC dollars on their meal cards, students may dine in the Buccaneer Lounge (during the week) for breakfast, lunch or dinner. The board contract does not include meals during fall, Thanksgiving, Christmas, spring, Easter breaks, or during the summer months.

How many hours a day do you listen to the stereo?

- a. 1-2 b. 3-4 c. >4

A B C

GENERAL LIVING CONDITIONS

Which term best describes the general condition of your room?

- a. messy b. lived in c. generally in order d. neat e. meticulous

A B C D E

How would you describe the general activity level in your room?

- a. very high b. high c. some activity d. low e. none

A B C D E

How often would you have guests (not overnight) visit your room?

- a. very often b. often c. sometimes d. rarely e. never

A B C D E

STUDY HABITS

What is the sound level that you prefer while you are studying?

- a. very loud b. loud c. some noise d. very little noise e. silence

A B C D E

Where do you prefer to study?

- a. your room b. student lounge c. cafe d. library e. no preference

A B C D E

OTHER INFORMATION

Please list your preferred roommate _____

Will you be participating in a varsity sport?

Yes No

If yes, what sport? _____

Has the coach discussed a possible roommate for you?

Yes No

If so, what is his/her name _____

Finally, do you have any special needs or anything else we should know that can help us match you with a roommate?

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE.