

# BRADLEY

## UNIVERSITY

### Residence Hall Request Form

Name: \_\_\_\_\_ I.D. Number: \_\_\_\_\_ Gender:  Male  Female

Home Address: \_\_\_\_\_

City-State-Zip: \_\_\_\_\_

Contact Phone: ( \_\_\_\_\_ ) Major: \_\_\_\_\_

Name of Roommate Preference: \_\_\_\_\_  
(Leave blank if unknown)

Year in College (Please circle upcoming year): Freshman    Sophomore    Junior    Senior    Graduate

	College	Geisert	Harper	Heitz	Singles*	University	Williams	Wyckoff
<b>Air Conditioning</b>	X	X	X		X	X	X	X
<b>Cafeteria</b>		X					X	
<b>Co-Ed</b>		X	X	X	X	X	X	X
<b>Lofted Rooms</b>	X	X	X			X		X

Please number in order of preference:

\_\_\_ College (Women Only)

\_\_\_ Geisert

\_\_\_ Harper

\_\_\_ Heitz

\_\_\_ Singles\* (Not available to freshmen)

\_\_\_ University

\_\_\_ Williams

\_\_\_ Wyckoff

By signing the signature line below, you declare your agreement to the Residence Hall Agreement on the back of this form. This agreement is valid for the entire academic year and can only be cancelled by May 1 under these terms listed on back.

\_\_\_\_\_  
 Signature Date

*Please read reverse side*

I.D. # \_\_\_\_\_  
 Last Name \_\_\_\_\_  
 First \_\_\_\_\_

# Bradley University Residence Hall Agreement

## Residence Requirements

All full-time first and second-year students must live in the residence halls, except those second-year students who reside in sorority or fraternity houses. The only exceptions include: veterans; those who are 21 years of age by September 1 of the current academic year; those who live with nearby immediate relatives (sister or brother who are non-Bradley students, aunt, uncle, parents, grandparents); married students; or cases involving documented medical reasons that accommodations cannot be made for within the residence halls. A student who is REQUIRED to live in the residence halls and ENROLLS at Bradley University will be CHARGED FOR ROOM AND BOARD for that semester/academic year.

## Housing Agreement

- In order to reserve space in a residence hall, students must complete a Residence Hall Agreement. Information on the agreement will be accessible to first-year and transfer students by the Admissions Office after the \$150 enrollment fee is paid. The \$100.00 housing deposit required of all residence hall students should be submitted with the agreement to the Office of Admissions. The housing deposit serves as a room reservation and damage deposit.
- This agreement is binding for the ENTIRE ACADEMIC SCHOOL YEAR AND INCLUDES ROOM AND BOARD CHARGES FOR BOTH SEMESTERS. Students who enter the residence halls for the Spring semester are only subject to the terms for that semester.
- The halls will be closed to all students during THANKSGIVING BREAK, SEMESTER BREAK, AND SPRING BREAK. The halls close for each semester on the day following the last final exam.

## Room Assignment

- The major factors in determining room assignments for new students are the date the housing deposit is received, housing availability and the preferences marked by students. Generally, student roommate preferences are honored if the request is mutual and received by July 15. Each student will receive information during the summer orientation giving more details of the room assignment process.
- When a new student receives a specific room assignment for either semester, they must check into their residence hall by the Tuesday of the week classes begin in order to receive that specific assignment.
- Notification of room assignments for the fall semester's incoming students will be completed within the first 10 days of August.
- The Center for Residential Living & Leadership (Housing Office) reserves the right to cut off guaranteed housing for incoming transfer students. Decisions will be made with consultation and communicated through the Admissions office.

## Deposit

- The \$100.00 housing deposit, which each student has on file while living in a residence hall, may be used to cover any damage for which a student is deemed responsible.
- There are some instances when all students on a floor will be charged for damage which has occurred to that floor because of group action and/or action not assignable to specific individuals when, in the University's judgement, the damage has been extensive.
- If a student is assessed for damage that substantially reduces the deposit, reimbursement of the deposit to bring it back to the original amount may be required.

## Cancellations

- **Students who submit a Residence Hall Agreement for the fall term may cancel the agreement by May 1 and will be eligible for their deposit to be refunded.**
- **If a student does not cancel their agreement by May 1, and enrolls in the fall, they will be subject to the terms of the agreement, and the deposit will remain on file.**
- **Students who do not cancel the agreement by May 1, and who do not enroll for the Fall semester, will have their deposits forfeited.**
- **Returning students must register for classes by July 15 or they may have their fall housing assignment cancelled.**
- **If a student does not register for the second semester, they will not be held liable for the agreement, and the deposit will be refunded if the Housing Office is notified by the Monday preceding classes beginning for the second semester.**

## Damages

- Shortly after you check into your residence hall room, you and your Resident Advisor will review your Room Condition Report. Be sure to make a THOROUGH EXAMINATION so the completed Room Condition Report exactly reflects the condition of your room. When you check out of your room, your room will be inspected for any assessable damage while comparing your Room Condition Report to its current state.
- Students who will no longer be living in the residence hall after May will have their deposits returned in August, while those leaving in December will have their deposits returned in April.

## Additional Terms

- The agreement is immediately terminated if an individual is no longer a student at Bradley University. The University reserves the right of room assignment and of reassignment for the benefit of the individual student or group.
- The University reserves the right to inspect residents' rooms and to regulate the use of the premises in accordance with University rules and regulations, but consistent with the students constitutional right to be free of unreasonable search and seizure.
- Student sleeping rooms may not be subleased by another student.
- Students may have guests stay in their rooms. The University reserves the right to limit the frequency of guest visits. Guests must observe all regulations of the residence hall system, and the host or hostess is responsible for any infractions or damage caused by their guest. Students planning to have guests should notify their Resident Advisor in advance of their visit in case of an emergency.
- The University is not liable for the loss of or damage to resident property while on the premises. The University encourages residents to contact their own insurance carriers for coverage.
- A resident is issued a room key at check in for the residence hall. This key remains the property of the University and may not be loaned or duplicated. When you check out of your residence hall room, you must turn in your room key to your Resident Advisor. If a student loses their room key, they will be required to pay for a complete core change.
- The Center for Residential Living & Leadership reserves the right to establish guidelines for what a resident may move into a room. These guidelines will be communicated to new residents during summer orientation.