Housing Selection Information for Returning Resident Students

Please be sure to read all of the Housing Selection material completely. If you still have a question regarding the process after reading the Housing Selection materials, please contact the REH Office.

During housing selection, students will be given the opportunity to sign up for a particular residential location.

GENERAL INFORMATION

- To reside on campus and be guaranteed a housing space for the Fall 2014 semester, you must:
  - Be registered as a full time student for the Fall 2014 semester by May 9, 2014.
  - Pay the non-refundable $50 application fee to the Bursar Office.
  - Clear your entire bill with the College by July 18, 2014.

- Certain residence hall rooms (i.e. Franklin Street and 225 Liberty) are charged at a higher rate and require a minimum number of persons in order to be selected. (For example, 2 persons for doubles, 3 persons for triples, 4 persons for quad apartments, etc.). Students are highly encouraged to select the roommate(s) and suitemates prior to housing selection. Unassigned room vacancies will be filled by REH on a first come first serve basis.

- Commuter students wishing to live on campus next year must complete a Housing Application and submit a $50 non-refundable application fee to the Bursar Office. This year, commuter students will be allowed to participate in housing selection as roommates being “pulled into” a suite. If you do not have a current residential roommate, then you will need to come to “open commuter selection” by class status.

- Franklin Street and 225 Liberty have been designated as "Premium Housing". Only upperclassmen in good academic and judicial standing, with a cumulative G.P.A of 2.3 or above will be permitted to live in these locations. Housing assignments will be placed under review if the student disciplinary actions in their student file. Good citizenship and involvement with the TRUE and PULSE program are also criteria that will be reviewed as a part of your eligibility for housing.

- The $50 non-refundable housing application fee must be paid to the Bursar Office beginning March 17, 2014 until April 24, 2014 in order to participate in housing selection. Students must obtain a receipt of payment for their application fee and it must be attached to your housing application and brought to the housing selection process on Thursday, April 24th. If the non-refundable housing application fee is paid between April 25th- May 23rd, then a $25 late fee will be assessed and must be paid in full.

- Students assigned to housing for the Fall 2014 semester must clear their entire bill with Bloomfield College (tuition, housing, and related fees) by July 18, 2014 for the Fall 2014 semester and January 11, 2015 for the Spring 2015 semester. Failure to be cleared by July 18th or January 11th will result in removal from housing and immediate placement on the waitlist. There is no guarantee that you will receive housing if you are removed from your housing assignment.
• If a student accepts an assigned room via signature on the Terms of Agreement for the Fall and Spring semester (one academic year), and withdraws after July 18th before the start of the Fall 2014 semester, that student will be charged a cancellation fee of $500. Note -- Exceptions will be made for students assigned a room after July 18th and before the start of the Fall 2014 semester. Students withdrawing after the first day of class will be penalized. **ALL WITHDRAWALS MUST COMPLETE A HOUSING WITHDRAWAL FROM LOCATED IN THE REH OFFICE.**

• **VERY IMPORTANT** -- To participate in housing selection, all residents must bring with them their completed housing application, receipt of their paid non-refundable $50 housing application fee, proxy form (if applicable), Financial Aid Confirmation form, and a valid student Bloomfield College ID. **Failure to have necessary documents will prevent you from participating in housing selection.**

• If you are in class during the pre-selected housing selection time frame, you will need to fill out the attached proxy form (refer to page 3). The Office of REH will **not** provide a written excuse for you to miss your academic class.

• Be sure to begin your financial aid paperwork with the Financial Aid Office prior to housing selection. Your application packet is not complete until your FAFSA forms are filed with Financial Aid. **The priority deadline is March 14, 2014.**

**PLEASE NOTE:** Financial Service Office Hours:

<table>
<thead>
<tr>
<th>Day</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>Knox Hall</td>
<td>8:30 am – 4:30 pm after April 1 open until 6pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>Library Lower Level Room</td>
<td>2:00 pm – 4:00 pm until April 15, 2014</td>
</tr>
<tr>
<td>Friday</td>
<td>Knox Hall</td>
<td>8:30 am – 4:30 pm</td>
</tr>
</tbody>
</table>

• In order to qualify for specialized housing accommodations, you must be registered as a full-time student and you **MUST** have approval from the Office of Students with Disabilities. Students who are approved for specialized housing accommodations through the Office of Students with Disabilities are **NOT** guaranteed a single. If you should have any further questions about this process, please contact Mrs. Margaret Adams at (973) 748-9000 ext. 1654 or Margaret_adams@bloomfield.edu.
Office of Residential Education & Housing (REH)

Housing Selection Proxy Form

If you would like to live on campus for the 2014-2015 academic year but cannot be present at Housing Selection due to class or some extenuating circumstances, you must designate a person to be a proxy for you by completing this form. A proxy may be any current Bloomfield College student who can participate in housing selection process at the designated time and will officially represent your final selection in your absence. By signing this form you give permission for the proxy to represent you and to make all necessary decisions to complete the housing selection process for you. Your designated proxy must bring his/her valid Bloomfield College I.D. You do not need to provide them with your Bloomfield College I.D. Be sure to provide your designated proxy with your completed housing selection form, your $50 housing selection deposit receipt, and this proxy form so they can submit it at housing selection. Please be advised once the form has been completed, REH is not responsible for any errors made on the proxy or decisions made by your proxy.

First Name: __________________________ Last Name: ________________________________

Student ID # ___________________________ Cell phone# ____________________________

_____ Commuter Student _____ Resident Student: Housing Assignment: ______________________

I, would like on-campus housing for Fall 2014 but cannot be present at housing selection because ___________________________________________.

I have selected as my proxy: ____________________________________________________________

(Print Full Name)

I understand that by signing this form, I am giving the above stated proxy the right to select a room assignment for me and that the choice(s) made by the proxy is (are) binding.

_________________________________________ (Signature) __________________________ (Date)

Please be sure that the person serving as your proxy brings your completed housing selection form, this proxy form, your housing selection deposit receipt and their college ID when he/she comes to housing selection. It is recommended that you provide your proxy with alternative housing accommodations in case your original request is unavailable.

Option 1: ____________________________________________________________________________

Option 2: ____________________________________________________________________________

Option 3: ____________________________________________________________________________

You are responsible for ensuring that your proxy understands their responsibility in substituting for you at Housing Selection. NO special consideration will be given to the resident, if a proxy fails to attend Housing Selection.

Be sure to complete all items on the Housing Selection check list by the stated deadlines before you designate your proxy.
HOUSING SELECTION SCHEDULE

Your admittance time to this selection process is determined by your academic class level by the end of the Spring 2014 semester. Therefore, Juniors who would be considered rising Seniors; would choose housing first, Sophomores becoming Juniors would be considered rising Juniors, and Freshman becoming Sophomores would be considered rising Sophomores; will go last.

SELECTING YOUR ROOMMATE

1. If you want to live with someone who is not within your class level, you will need to select housing at the appointed time for that underclassman. For example, if a Senior is interested in living with a Sophomore, the Senior will have to go down to Sophomore’s admittance time. Upperclassmen students cannot pull underclassmen students in during their select admittance time.
2. Full suites are required in order to reside in 225 Liberty Hall and Franklin Hall.
3. Commuters who are being “pulled into” a suite with current residential students are allowed to participate in housing selection. If a commuter student does not have a current residential student, then they must arrive at the designated “Commuter” slot for their class status.

IMPORTANT INFORMATION

We are unable to guarantee housing to students that do not participate in the Housing Selection Process. Residents who miss housing selection and want to live on campus must submit their housing selection application with their non-refundable $50 application fee receipt to the REH Office no later than 4pm on May 9, 2014.

Students who submit their housing selection application after housing selection day (April 24, 2014) will be placed on a waitlist and assigned on an availability basis. As a result, we will not know ahead of time where these spaces will be and when they become available. If we are able to accommodate your request for housing, you will be notified via your Bloomfield College email account.

OFFICIAL HOUSING SELECTION SCHEDULE

Housing Selection Process will take place on Thursday, April 24, 2014

Items Required For Housing Selection:

1. Completed Housing Application
2. Non-Refundable $50 Housing Processing Fee Receipt from the Bursar’s Office
3. Bloomfield College ID#
4. Signed Financial Aid Form
5. Proxy Form (if applicable)
**THURSDAY, APRIL 24, 2014 Housing Selection Process**

<table>
<thead>
<tr>
<th>Commuter Students being pulled into a residential group</th>
<th>12:00 pm - 1:30 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rising Seniors</td>
<td></td>
</tr>
<tr>
<td>Rising Juniors</td>
<td>1:30 pm - 3:00 pm</td>
</tr>
<tr>
<td>Rising Sophomores</td>
<td>3:30 pm - 5:00 pm</td>
</tr>
<tr>
<td>Commuters (who do not have a specific current residential roommate)</td>
<td>5:00 pm - 6:00 pm</td>
</tr>
</tbody>
</table>

**Please Note: Individuals Without A Pre-Selected Roommate(s):**

The Office of Residential Education & Housing will make every effort to accommodate your preferred housing request. You will be informed of your Fall 2014 housing assignment by May 1st. It has been our experience, to have vacancies occur during the summer, which allows us to accommodate many of our housing requests. Although you are guaranteed housing for the Fall 2014 semester, we can’t guarantee specific housing location requests.

**Please Note:**

- Housing Selection will be held in the Student Center April 24, 2014.
- **Students who have signed up for a housing location will not be allowed to make changes to that selection during the housing process.** However, you can fill out a room change form and submit it to the REH Office for review. There is no guarantee that your room change request will be completed. Room changes will not be accepted after June 1st.
HOUSING FINANCIAL AID CONFIRMATION FORM

Upon completion of the Financial Aid process, this form must be completed and submitted with your Fall housing application.

- Fall Semester  ___20____
- Spring Semester  ___20____

FIRST NAME: ___________________________  LAST NAME: ___________________________

BC ID#: ___________________________  BC Email Address: ___________________________@bloomfield.edu

HOME ADDRESS: ________________________________________________________________

CITY/STATE: ___________________________  ZIP CODE: ___________________________

HOME PHONE: (___)____________________  CELL PHONE #: (___)_____________________

This student has completed the financial aid process with the Office of Financial Services.

Print Name of Financial Aid Rep __________________  Signature of Financial Aid Rep __________________  Date __________________

Office of Financial Aid
Knox Hall 1st Floor
973-748-9735

Office of Residential Education & Housing
208 Liberty Street 1st Floor
973-748-9000 ext. 1247
Residence_life@bloomfield.edu
THE HOUSING SELECTION PROCESS CHECKLIST

1. Submit a non-refundable $50 application processing fee by 9:00 am on April 24, 2014 to the Bursar’s Office.

2. Student MUST BE Registered as a full-time student for the fall 14 semester.

3. Identify current resident students with whom you wish to live with next year. Be sure to identify the required amount of individuals needed to fill your choice of residence. This is very important for you to follow as it will prevent you from being placed during Housing Selection.

4. Carefully review the housing and pricing choices available for Fall 2014 and please note the day and time you will be eligible to select Housing for Fall 2014. See the Housing Selection Schedule for details.

5. Discuss with your intended roommate(s) who will attend Housing Selection prior to the start of the process. A proxy form will be needed for students who are unable to attend the housing selection process. Faculty have been informed that proxy forms will be utilized and students will not be excused from class to attend Housing Selection.

6. You may arrive to the Housing Selection Process, which will be held in the Student Center- Deacon’s Den, five minutes before the appointment time. Be prepared with an alternative housing assignment just in case your first choice is not available. Be sure you have all necessary forms completed and signed. Only 2 persons per group are allowed. First come, first serve.

7. Bring your valid Bloomfield College I.D. with you to the process.

8. Be sure to check the college website as well as your Bloomfield email account for possible updates on a regular basis.

9. Be sure to begin your financial aid paperwork with the Financial Aid Office as soon as possible. Your application packet is not complete until your FAFSA forms are filed with Financial Aid. The priority deadline is March 14, 2014. SFS will be hold an information sessions every Thursday from 2pm – 4pm in the Library Lower Level.

10. To avoid loss of assigned space, resident students must clear their bill with Bursars Office by Friday, July 18, 2013. Failure to clear bill will result in an automatic loss of assignments and placement on the wait list for available space.

11. If a student accepts an assigned room via signature on Terms of Agreement for the Fall 2014 and Spring 2015 semester (one academic year), and withdraws after July 18th before the start of the Fall 2014 semester, then that student will be charged a cancellation fee of $500.
FINANCIAL BREAKDOWN (per semester)

TUITION FOR FALL 2014-SPRING 2015 $12,775

COMPREHENSIVE FEE $600

CSI PROPERTY INSURANCE $40

HEALTH INSURANCE TBD

<table>
<thead>
<tr>
<th>ROOM &amp; BOARD</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>FRANKLIN STREET $6300</td>
<td></td>
</tr>
<tr>
<td>225 LIBERTY $6050</td>
<td></td>
</tr>
<tr>
<td>HOUSES $5550</td>
<td></td>
</tr>
</tbody>
</table>

*Prices are subject to change

AVAILABLE HOUSING OPTIONS

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Student Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>58 Spruce</td>
<td>House</td>
<td>Rising Seniors &amp; Rising Juniors</td>
</tr>
<tr>
<td>60 Spruce</td>
<td>House</td>
<td>Rising Seniors &amp; Rising Juniors</td>
</tr>
<tr>
<td>68 Spruce</td>
<td>House</td>
<td>Rising Seniors &amp; Rising Juniors</td>
</tr>
<tr>
<td>Franklin Street</td>
<td>Apartments</td>
<td>Rising Seniors &amp; Rising Juniors</td>
</tr>
<tr>
<td>225 Liberty Street</td>
<td>Suites</td>
<td>Rising Juniors &amp; Rising Sophomores</td>
</tr>
<tr>
<td>61 Oakland</td>
<td>House</td>
<td>Rising Sophomores</td>
</tr>
<tr>
<td>61 Fremont</td>
<td>House</td>
<td>Rising Sophomores</td>
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