Dear Prospective MBU Resident,

I am excited that you are considering on-campus living during your time at MBU!

On-campus activities; fully functional lobbies and game room; late night runs to Walmart and Taco Bell; lifelong friendships. These are just a few of the many reasons I believe living on campus will enhance your overall college experience.

Attached you will find all of the application materials necessary for you to begin your journey toward becoming an integral part of the Resident Life community at MBU. Please note that this application process is separate from the application process you must complete in order to be accepted to the University. In order to ensure that a space will be reserved for you in the dorms for the academic year, you will need to complete this entire application process, including the submission of the $250 housing deposit, proof of medical insurance, and immunization record, by the June 1 application completion deadline. Applications received or completed after the deadline will automatically be placed on the Resident Life Waiting List. Students will be notified once they are moved from the waiting list and are assigned a place in the dorms, as long as space is available.

In this packet, along with the application forms, you will also find a list of frequently asked questions (FAQ) regarding Resident Life and the Housing Application process. If you have a question that is not covered in the FAQ, please contact the Office of Resident Life via email at residentlife@mobap.edu or by phone at 314.392.2262.

If you have not done so already, I hope that you will soon arrange a visit with the Office of Admissions to tour the MBU campus and housing facilities.

Please let us know if you have any questions.

Sincerely,

Taira Schertz
Director of Resident Life/Resident Director - North Hall

Housing Application Checklist:

- Housing Application Packet
- $250 Housing Deposit
- Proof of Medical Insurance (copy of health insurance card)
- Immunization Record
FAQ (frequently asked questions)

Is there a deadline for my housing application to be completed?
Yes! The application completion deadline is June 1. While the Resident Life staff will try to accommodate all requests for housing, students whose applications are completed after June 1 will be placed on a waiting list.

How should I submit my housing deposit?
The $250 Housing Deposit may be submitted by check or money order through the Offices of Admissions, Resident Life or Financial Services. Deposits made by credit/debit card may be made through the Office of Financial Services or by phone at (314) 392.2366.

Can my student loan or scholarship be applied to cover my housing deposit?
No. The $250 Housing Deposit is a separate payment which must be received before a housing application may be fully processed.

Can I get my $250 deposit back if I decide not to live in the dorms?
All requests for housing deposit refunds must be received by mail or email before June 1. Any requests received after this date will be denied. Requests should be addressed to the Office of Resident Life.

   Email: residentlife@mobap.edu
   Mail: Virginia Elder, Office of Resident Life
        Missouri Baptist University
        One College Park Drive
        Saint Louis, MO 63141

Can I request a specific person to be my roommate?
Yes. You are able to indicate a specific person or a general request (i.e. basketball player) on your housing application. Please note that while the Resident Life staff will try to accommodate all roommate requests, failure of either the requester or the requested to complete the housing application by the application completion deadline may result in the request not being accommodated.

Do I have to have health insurance to live in Resident Life? Does MBU have a health insurance plan available to students?
Yes. All resident students are required to have health insurance. Proof of medical insurance coverage will be required of all resident students at the start of each academic year. Domestic students are required to provide their own health insurance. International students should consult the Office of International Services for further information.

When will I receive my room and roommate information?
Housing assignments will be mailed out during the first week of July for students who have completed their housing applications by the application completion deadline. For housing applications completed after June 1, room and roommate assignments will be mailed out or emailed within two weeks of the student being removed from the waiting list. Please note that any applications received or completed after July 31 may not receive room or roommate information until move-in at Welcome Weekend.

What if I want to change rooms/roommates once the semester starts?
All requests for room/roommate changes must first be brought to the Resident Assistant on your hall. If there is a conflict between roommates or suitemates, the Resident Life staff will work to help resolve any issues. If, in the discretion of the Resident Director and/or Director of Resident Life a resolution cannot be reached, a move will be considered. The approval or denial of a room/roommate change request is the sole discretion of the Resident Director. Please note that no changes will be considered during the first two weeks of the semester.

How many students are in a room/suite?
The traditional room/suite setup consists of two students per room (four per suite). However, due to an increased demand for on-campus housing, there are several room/suites designated for three students per room (five per suite). All new residents are subject to being placed in a room with two other students.

Can I get off-campus housing through the school?
Off-campus housing will be reserved for upper-class students; however, transfer students may be housed off-campus once on-campus has reached capacity.

I hear that the school has built apartment-style housing on campus. Can I apply for that?
Not at this time. The Spartan Village Apartments are reserved for upper-class students who have previously lived in MBU Housing. Once you have lived on campus for a semester you may apply for the SVA.

I am part of an MBU organization (athletic team, musical group, etc.) which begins before the school year. May I move in early?
Students whose housing applications are complete and who are part of an MBU organization which begins before the academic year may request to move in early. All early move-in requests must be submitted to the Director of Resident Life by the organization’s sponsor.
**Housing Application**

You do not need to be admitted to MBU before submitting your housing application; please note, however, that we cannot process your housing application if you have not yet applied to the University. Housing space is generally awarded on a first-come basis and housing is not guaranteed. Therefore, applying as early as possible is strongly encouraged. Incomplete applications and applications submitted after the June 1 completion deadline will delay processing.

### 1 PERSONAL INFORMATION (please print clearly)

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<th>GENDER</th>
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<td>SOCIAL SECURITY NUMBER</td>
<td>DATE OF BIRTH</td>
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<td>HOME ADDRESS</td>
<td>RELIGIOUS PREFERENCE</td>
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<td>CITY, STATE, ZIP CODE</td>
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<td>(AREA CODE) HOME PHONE</td>
<td>(AREA CODE) STUDENT CELLULAR PHONE</td>
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<td>EMAIL ADDRESS*</td>
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*This email address will be a primary source of communication. If your email address changes, please update your information with the Office of Resident Life.

### 2 ROOMMATE REQUEST (optional)

**NOTE:** If you are making a specific roommate request, your requested roommate must also list you on their application. If you leave this blank, we will match you with a roommate according to the answers on this application.

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<td>GENERAL REQUEST</td>
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### 3 ENTERING TERM: (circle one)

- Spring-13
- Fall-13
- Spring-14

If you are interested in staying the residence halls during the summer, please contact the Office of Resident Life in writing for more information.

### 4 Have you ever been convicted of a crime?

- YES
- NO

If your answer is yes, please explain.

### 5 SPECIFIC HOUSING NEEDS:

If you have a medical condition, disability, or specific need that requires special housing accommodations, please check the box so we can contact you for more information. Please note that all calls will be handled discreetly; however documentation may be requested.

- I have a specific need; please contact me.

### 6 Are you an MBU athlete?

- YES
- NO

If yes, what sport?

### 7 STUDENT STATUS: (circle one)

- Freshman
- Sophomore
- Junior
- Senior

What major do you plan to seek?

### 8 Are you a transfer student?

- YES
- NO
Terms and Conditions

The purpose of the terms and conditions given below is to provide basic operations of University housing facilities and to give all residents a mutual understanding of operating policies. Missouri Baptist University has the authority to interpret, revise, extend, or grant exceptions to these terms and conditions on the basis of need and merit of individual cases. Any request of exceptions and extensions should be made in writing. All room assignments are made without regard of race, creed, or national origin.

1) A $250.00 room reservation deposit must accompany each application. The $250.00 is NOT applicable to the rent for the year. A room reservation deposit is NOT refundable after June 1 for the fall semester or December 1 for the spring semester (applicable only to incoming students). The dorm deposit is nonrefundable for any student who voluntarily moves out of the dorm during contract period, is suspended from the dorm, fails to maintain good academic standing, or fails to make satisfactory academic progress.

2) Students who contract with the University for a residence hall assignment agree to remain in the hall for the entire academic year, except for the reason of graduation or for other reasons entirely beyond their control. Any exceptional reason for release from this contract must be approved by the Vice President for Student Development.

3) All residence hall students must have health insurance and updated immunizations in order to reside in the residence halls.

4) The rent payment covers occupancy of the assigned space from the time designated in the Student Handbook for the residence halls to open until the time stated that residence halls will be closed, or until official withdrawal or dismissal from the University. It does not, however, cover occupancy during University vacation periods. The University reserves the right, whenever necessary or practical, to close halls during these periods or, in the case of residents who must remain during such periods, to make special arrangements and additional charges for occupancy. The dates and times the residence halls will be closed will be posted in the Student Handbook.

5) A non-resident guest is subject to University housing policies and procedures. The guest’s actions are the responsibility of the person at whose invitation the guest is on the premises. A guest registration form must be completed and approved by the Resident Life Staff in a timely manner in order for guests to stay overnight.

6) The policy on refunds: (a) A resident suspended for academic reasons by the University at the end of a semester or term is entitled to a prorated refund of prepaid rents; (b) A resident who is suspended or expelled by the University or removed from a residence hall for reasons of improper conduct or violation of policy for residence hall or of University regulations is not entitled to any refund of deposit or rent.

7) The University specifically reserves the right (a) to cancel or change any room assignment in the interests of the resident group; (b) enter into any quarters for security inspection, cleaning, repairs, or maintenance; (c) to levy and collect charge for damages to rooms or equipment occasioned by the fault or neglect of the resident.

8) Each resident will observe the following procedures which are intended to provide for prompt and accurate service and protection of property: (a) Check-in personally with resident assistant before occupying room; (b) Complete check-in by 8 PM of the first day of classes for the semester or give the Office of Resident Life advance written notice of late arrival; (c) Be a properly registered full-time student of the University; (d) Occupy assigned space in person and not sublease assigned space to another person; (e) Keep room, room equipment, and personal belongings in good order at all times and keep room and room equipment free from damage; (f) Check-out and return room key, mailbox key and prox chip to appropriate office when vacating quarters or transferring to another room; (g) Return room key, mailbox key, and prox chip to appropriate office at end of spring semester and summer sessions if not reassigned for the succeeding period. Failure to return room key, mailbox key, and prox chip or to check out at those times may result in an extra charge.

9) Any student using an unauthorized key to enter a room or is found trespassing will be subject to dismissal.

10) The University is not responsible for loss or damage to personal property of the resident. Personal property left by the student when the premises are vacated are subject to disposal by the University. The University is not responsible for injury to resident resulting from resident’s use or occupancy of University housing.

11) Residence in housing facilities automatically confers the privilege of participation in the residence hall council established by the residents and the responsibilities for cooperating with resident assistants, resident director, and other officials on activities and policies for the benefit of the resident group.

12) In the interest of health, safety, protection of property, and conformity with the life-style of the University the following are prohibited in University housing or housing areas at all times: keeping pets (except non-aggressive fish), possession or use of illegal drugs, smoking or chewing tobacco, alcoholic beverages, firearms, explosives (including firecrackers, incense, candles, flammable liquids), roughhousing, obscene pictures, advertising, or construction or repair work by residents. No pictures or articles may be tacked or fastened in any way that is damaging to the walls, woodwork, furniture, or electric-light fixtures. The striking of fire by students is prohibited on campus except for use in University approved programs. With the exception of microwaves, cooking and cooking appliances are not permitted in rooms. Food should be stored in such a way as not to attract insects. Additional regulations are outlined in the Student Handbook which can be obtained upon arrival or in the Student Development Office.

13) Refrigerators must not exceed 2.5 cubic feet nor use more than two amps.

14) Residence in University housing is based upon the student’s continuance as a student in good standing at Missouri Baptist University. The University may require a resident to vacate the premises if this condition is not met. Any student suspended or expelled from the university will be required to vacate the premises within twenty four hours of written notification.

15) All residents must adhere to the Missouri Baptist University rules and regulations outlined in the Student Handbook and/or Student Handbook Supplement which are incorporated herein by this reference and for a part of this application.

16) Wrongful or misrepresentation on this or any University form may result in any disciplinary action including expulsion.
# Immunization Record

**1 TO BE COMPLETED BY THE STUDENT** (please print clearly)

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<tr>
<th>LAST NAME, FIRST NAME, MIDDLE INITIAL</th>
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HOME ADDRESS

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(AREA CODE) HOME PHONE

This form must be completed in its entirety, unless a copy of the student’s official immunization record is available. If a copy of the student’s official immunization record is available, the bottom half of this form does not need to be completed. The portion below should be only completed by a Health Care Provider.

**2 TO BE COMPLETED BY THE HEALTH CARE PROVIDER** (please print clearly)

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**A. Tetanus/Diphtheria**
- Received booster within the last ten years
  - Mo/Yr._____

**B. Tuberculosis**
- Mantoux or Multi Puncture test within the past year
  - Mo/Yr._____
- Positive P.P.D. chest X-ray required
  - Mo/Yr._____

**C. Polio**
- Last Booster
  - Mo/Yr._____

**D. Hepatitis B**
- Mo/Yr._____
- Mo/Yr._____
- Mo/Yr._____

**E. Meningococcal**
Not required but strongly suggested. Student must sign a waiver upon arrival if vaccine is not received.
- Mo/Yr._____

**F. Varicella (Chicken Pox)**
Not required but suggested.
- Mo/Yr._____

**G. **Measles/Mumps/Rubella**
- Dose 1 – Immunized at 12 months or after, and before five years of age.
  - Mo/Yr._____
- Dose 2 – Immunized at 30 days or greater after first dose.
  - Mo/Yr._____

**H. **Measles**
- Had disease confirmed by blood test
- Has report of immune titer.
  - Mo/Yr._____
- Immunized with live measles vaccine at 12 months after birth or later.
  - Mo/Yr._____
- Recommended second dose of measles vaccine prior to entering college.
  - Mo/Yr._____

**I. **Rubella**
- Has report of immune titer.
  - Mo/Yr._____
- Immunized with vaccine 12 months after birth or later.
  - Mo/Yr._____

**J. **Mumps**
- Had disease confirmed by office record.
  - Mo/Yr._____
- Immunized with vaccine 12 months after birth or later.
  - Mo/Yr._____

*Student must have either G or H-J.*
## Emergency Medical Information

### PERSONAL INFORMATION

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### PARENT OR GUARDIAN INFORMATION

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### IF PARENT OR GUARDIAN IS UNAVAILABLE, contact:

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### INSURANCE INFORMATION

Policy Holder Name

Insurance Company Name

Policy Number

### MEDICATIONS

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

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### ALLERGIES

__________________________________________________________________

__________________________________________________________________

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__________________________________________________________________

### MEDICAL CONDITIONS

| __________________________________________ | __________________________________________ |
| __________________________________________ | __________________________________________ |
| __________________________________________ | __________________________________________ |
| __________________________________________ | __________________________________________ |

### MEDICATIONS

7 In case of illness or injury, the University is granted the right to request treatment of a student including, but not limited to, contacting emergency personnel and admission to a hospital facility.

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<th>Student Signature</th>
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### ALLERGIES

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<th>Parent or Guardian Signature (if student is under the age of 18)</th>
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Roommate Matching

Give one answer to each question, even if you are requesting a specific roommate. University Housing suggests that every student bring and use headphones to listen to music, watch TV, or play video games since roommates may have very different tastes or schedules.

Personal Hours
A. Early to Bed, Early to rise—I start winding down early in the evening and I am pretty energetic in the morning.
B. Flexible—My personal hours change depending on what is happening in my life.
C. Night Owl—I stay up late and sleep in often.

In-Room Study Habits
A. Multi-Tasker—I like to have music or the television on all the time in my room or can talk on the phone while doing homework.
B. Ambient Noise—I do not mind some background noise in my room but need to have fewer distractions to study effectively.
C. Quiet—I require quiet and no distractions in my room to really get stuff done.
D. Do not take work home—I do my reading or homework at the lab, in the library, or in cafes; I try not to do my homework in my room.

Approach to cleanliness
A. Messy—I drop my stuff right where I am standing and it stays there until I need it again.
B. Casual—My space is fairly clean with some clutter.
C. Neat—I am orderly, clean, and tidy.

Music Preference
What kind of music do you listen to most?

Hobbies
What are you interested in? What do you like to do?

In-Room Study Habits
A. Multi-Tasker—I like to have music or the television on all the time in my room or can talk on the phone while doing homework.
B. Ambient Noise—I do not mind some background noise in my room but need to have fewer distractions to study effectively.
C. Quiet—I require quiet and no distractions in my room to really get stuff done.
D. Do not take work home—I do my reading or homework at the lab, in the library, or in cafes; I try not to do my homework in my room.

Socializing in the Halls
A. Room is a Social Hub—I enjoy people dropping by at all times.
B. Room Use Varies—I invite friends over, but also need specified quiet time for studying.
C. Room is a Sanctuary—I need to have privacy and personal space most of the time.

Roommate Connections
Let us know whether or not you are willing to have your email address released to your prospective roommate prior to your arrival at MBU.

Email Release

Residence Hall Meal Plan Options
All students living in the Residence Halls are required to be on a meal plan. Please select one of the following meal plan options. Changes to this choice may be made until first day of classes. After the first day of classes, no changes may be made to your meal plan.

_____ 15 meals per week

_____ 19 meals per week (full meal plan)

SIGNATURES

I certify that the information given is correct to the best of my knowledge. I will observe University residence hall regulations on conduct and policies under which residence halls are operated, including those listed in the Terms and Conditions of this application. Further, I understand that the acceptance of this form and reservation deposit does not guarantee admission to MBU or into the residence hall. I also understand that upon admission to MBU, I will be responsible for all rent charges together with all other applicable charges due under this contract. I understand that a room reservation cannot be made until the residence file is complete. I understand that room and roommate availability is determined by the availability when the residence file is complete.

Applicant Signature ____________________________ Date ________________

Parent or Guardian Signature (if student is under the age of 18) ____________________________ Date ________________