To All First-Year Resident Students,

Greetings and welcome to Bloomfield College! The Division of Student Affairs is excited that you chose Bloomfield College to pursue the next step in your education. Moreover, we are excited that you will be living on-campus as a first-year resident student. As a first-year resident student at BC, you will be participating in our on-campus residential program called the T.R.U.E. Program at Bloomfield College, which stands for Total Residential Undergraduate Education.

The TRUE Program is for and about students. Regardless of age, all first-year resident, sophomore, junior and senior resident students are required to participate in the T.R.U.E. Program. First-year resident students will reside in either Clee or Schweitzer Halls. The residential staff (Resident Advisors, Resident Directors, etc.) will be designing and implementing residential programs in conjunction with other College staff members. All first-year residential students will be required to attend four (4) T.R.U.E. programs per semester. These programs will be based on an academic model used by Bloomfield College, which is called the Competencies Across the Curriculum model. More information about this model can be found at the following website: http://www.bloomfield.edu/studentaffairs/reslife/true.asp.

As a first-year resident student, your co-curricular skills and abilities will be assessed at the beginning of the Fall semester. This will help us develop co-curricular programs and activities to meet your needs. You will be required to complete another assessment at the beginning of the Spring semester and a final evaluation at the end of the academic year. We want to ensure that the workshops and programs that we provide for you are helping you to grow and mature as an adult.

Although your participation in the TRUE Program is a requirement, we hope you will view it as an essential educational, personal, and professional development opportunity. We believe that student learning occurs not only in the classroom but also outside of the classroom such as within the residence halls. These residence halls are a “living and learning” community and not just a place to reside. We will provide you with “intentional” programs that intersect into your daily activities to help you grow and to learn outside of the classroom. We believe that you learn in a holistic fashion. Together we are partners in your learning process. We want you to be the best person you can be and to help you achieve your dreams by participating in the T.R.U.E. Program at Bloomfield College.

We will be implementing the T.R.U.E. Program as you move from being a first-year residential student to a sophomore student and so on through your junior and senior years. Topics such as democracy and citizenship will be introduced during the upperclassmen years. The T.R.U.E. Program has proven to be highly successful at Bloomfield College and we are sure that it will contribute to your success too!

Please feel free to call us if you have any questions at 973-748-9000, ext. 1247. Thank you and we look forward to meeting you in the fall!

Sincerely yours,

Nicole Faison

Ms. Nicole Faison
Director of Residential Education & Housing

Rose Mitchell

Mrs. Rose Mitchell
Associate Dean for Student Development & Support Services
Fall Semester Check-In Procedures

All housing assignments are tentative until move-in day for the fall semester. Once assigned you are assured of having a room, but location may be adjusted at any time. The Office of Residential Education & Housing reserves the right to reassign students as needed.

- Residential students must have a cleared account or have made arrangements with the Bursar’s Office by or on Saturday, August 24, 2013. Students with outstanding balances after the date will accrue a $100 late fee and be at risk of losing their fall housing assignment. The Bursar’s Office can be reached at 973-748-9000 ext. 1202.

- All students must meet all health compliance requirements for the State of New Jersey and Bloomfield College before being permitted to move into on-campus housing. You must have a complete health record on file which must include a complete physical within one year prior to the first day of classes and must include verification of measles, mumps, & rubella vaccination. State of New Jersey also requires that all Colleges and Universities deny access to on-campus housing for any student who does not have verification of the meningitis vaccination. Students without the appropriate health documentation on file with the College Health Services office WILL NOT be permitted to move into any on-campus residence. If you are unable to provide documentation or make arrangements with your private physician you may contact the Health Services Office for assistance at 973-748-9000 ext. 1360

- All residential students must read and sign the attached Housing Agreement for the 2013-2014 academic year. The agreement period begins with the first scheduled date of occupancy for resident students for the Fall semester and ends on the last day of final examinations in May 2014.

- Students must complete an Emergency Contact Form.

All residents must check-in with the Office of Residential Education & Housing Staff member. If you are unable to check-in on Saturday, August 24, 2013, you must contact the Office of Residential Education & Housing at 973-748-9000 ext. 1247 to make appropriate arrangements. Residence Hall occupancy is NOT available prior to Saturday, August 24, 2013.
Important Financial Information
This on-campus housing agreement is for one academic year (September to December and January to May).

Early Breach of Contract for Fall Term Agreement:
If a student accepts an assigned room via signature on Terms of Agreement for the Fall and Spring semester (one academic year), and withdraws less than 30 days before the start of the Fall semester, that student will be charged a cancellation fee of $500. Exception to those initially assigned a room within 30 days who would not be penalized unless withdrawing after first day of class.

Early Breach of Contract for Spring Term Agreement:
If a student accepts an assigned room via signature on Terms of Agreement for the Spring semester, and withdraws less than 10 days before the start of the Spring semester, that student will be charged a cancellation fee of $500.

Breach of Contract After the Start of any Semester:
If a student withdraws from housing after the start of any semester (fall or spring), that student will be assessed any penalties set forth by the Bursar Office.

Exemptions from the Policy:
Exemptions from the Policy: Students who are dismissed from housing (e.g., disciplinary or academic reasons) by the College would not be penalized. Students who graduate or are no longer eligible for housing based on necessary part-time status would not be penalized. Students who study abroad for a semester, students who completely withdraw from the College, transfer, or withdraw from housing 31 or more days prior to the beginning of the fall semester, and at least 11 or more days prior to the beginning of the spring semester would not be penalized. Students with special exemptions as medically documented condition(s) which warrant commuting, documented death in the family, and other approved documented exemptions would not be penalized when withdrawing from the College.

Room Deposit:
All students interested in applying for on-campus housing must submit a $100 housing security deposit. This deposit is retained by the college until a student officially withdraws from housing or graduates from the college. Students withdrawing from housing who are in violation of the housing terms and conditions will forfeit their deposit as partial payment of the $500 early cancellation.

Non-Discrimination Policy
Bloomfield College admits students of any race, creed, age, sex, or national origin to all the rights, privileges, programs, and activities generally available at the College. It does not discriminate on the basis of race, creed, age, physical handicap, sex, sexual orientation, or national origin in the administration of educational or admission policies, scholarship and loan programs, or athletic or other College-administered program. Bloomfield College is committed to the principle of nondiscrimination, as set forth in the regulations of Title IX of the Educational Amendments of 1972.

I HAVE READ AND AGREE TO THE RESIDENCE AGREEMENT. IN ACCEPTING THIS RESIDENCE AGREEMENT, I UNDERSTAND THE TERMS AND CONDITIONS OF THIS AGREEMENT AND I AGREE TO AIDE BY BLOOMFIELD COLLEGE’S RESIDENCE HALL REGULATIONS AND POLICIES.

Signature: _________________________________ Date: __________ ID #: ___________________
1. **Period of Agreement**: This agreement is for the academic year 2013-2014. The agreement period begins with the first scheduled date of occupancy for resident students for the Fall semester and ends May, 2014. A student who enrolls late and applies for residence hall accommodations will be bound by this agreement for the balance of the period.

2. **Payment of Account**: The resident agrees to retain accommodations for the entire period and to reimburse the college at the established rates for both room and board. Resident students must engage the room for the full academic year and participate in the meal plan for the full academic year. Room and board fees are payable by the semester or by the entire academic year. If the student elects to pay for room and board by the semester, **payment must be made prior to the first day of residence for each semester. All payments must be made prior to, or not later than, the first day of residence.** Failure to comply will result in the loss of the student’s room assignment. Payment must be in the form of certified check or money order and made payable to Bloomfield College. Any check or money order should include the student's Identification Number on the face of such items.

3. **Room Reservation/Damage Deposit for New Students**: A security deposit of $100 must be paid prior to receipt of a room assignment. The security deposit is fully refundable at the end of the student's occupancy, provided no charges have been assessed against the student during such period. The deposit is intended to be a one-time payment for as long as a student remains in the college housing program. Students incurring charges in excess of $100.00 during the period of occupancy are required to make an additional deposit, up to the amount of the total charges assessed to date, and prior to receiving a future housing assignment. Charges that may be assessed against the fee include, but are not limited to, residence halls or residence room damages, and loss of room key. The security deposit is a separate charge and, because it is refundable, is not applied toward payment of regular residence charges for the semester. Students who withdraw their housing application less than two weeks prior to the beginning of a semester forfeit the deposit.

4. **Returning Resident Room/Damage Deposit**: A cash deposit of $100.00 is due on a prescribed date to be set by the College during the Spring semester. All returning resident students must submit the cash deposit to complete the eligibility criteria for assignment to housing. The cash deposit will be credited to a student’s account. Payment of a cash deposit does not guarantee a space in housing.
5. **Room Assignment:**
   A. Room assignments and reassignments are at the discretion of the college and remain so at all times. Returning a residence application and a signed agreement form does not guarantee assignment to a permanent room. Room assignments are confirmed after receipt of the signed agreement and residence fees.

   B. Room assignment or reassignments will not be made on the basis of race, creed, color, or national origin. Students who require special accommodation due to special circumstances should inform the Residential Education & Housing Office upon returning the College Residence Agreement.

   C. If one occupant of a double room moves, the remaining occupant may (1) remain in the double room with a newly assigned roommate, (2) be assigned to another double room, or (3) remain in the double room originally assigned, at the discretion of the College.

6. **Occupancy of Rooms:**
   A. Rooms are available for occupancy at least one day prior to the beginning of each semester. When residence halls have been closed for vacation periods (i.e., Thanksgiving, Winter Recess, Spring Break), rooms will be available for occupancy after 5:00 pm on the last day of the vacation period.

   B. Rooms may be occupied until 10:00pm on the last day of the semester or until 10:00pm on the last day of classes preceding the Thanksgiving and Spring recesses. During the final examination periods, students are strongly encouraged to leave 24 hours after their last exam.

7. **Food Service:**
   A. The meal plan begins with the first date of occupancy for resident students in the Fall and extends through the last day of final examinations for the Spring semester. Three meals per day are served Monday through Friday. On Saturdays and Sundays a brunch and dinner meal are served. The dining hall will be closed between semesters and during the scheduled Thanksgiving, Winter Break, Spring Break and Easter recesses when the residence halls are closed.

   C. No refunds or credits to individuals will be given for meals missed due to academic scheduling problems, trips taken by the resident for academic or extracurricular purposes, conflicts with schedules, personal reasons or special dietary programs.

   D. Resident students are responsible for having their Bloomfield College Identification card validated for use in the dining hall at the designated time and location. Failure to do so does not relieve a student of his/her obligation to pay all meal charges.
8. **Service provided:**
   A. Each resident is provided with the following furnishings: bed, mattress, chest of drawers, closet, desk, and chair.
   
   B. Special areas in each hall include lounges, and/or kitchenettes.
   
   C. Student card-operated laundry facilities are available.
   
   D. A postal box is assigned to each resident at the College Center.
   
   E. Guest(s) may visit from 8:00pm - 12:00am. Overnight visits are limited to two (2) nights a week while the College is in session. Guests must be registered according to prescribed procedures set by the College for each residence hall. Resident students assume full responsibility for the health, safety and actions of guests or visitors. **Clee Hall and Schweitzer Hall residents (First Years Students) are only allowed to host Bloomfield College commuter students.**

9. **Liability/Insurance Plan (see CSI form):**
   A. Although the College will exercise a reasonable effort to protect student property, the College is not liable for loss, theft, or damage to personal property of students. All students are urged to obtain personal property insurance either with their parent’s household insurance policy or by the student policy available from CSI for this specific purpose.
   
   D. The student agrees to cooperate with a roommate in the common protection of property. Room doors are to be locked when not occupied.
   
   E. The student understands that any personal effects, valuables, or other property of the student left in the residence halls after expiration of the student agreement period may be considered abandoned property and may be retained by the College, or may be disposed of.

10. **Medical Insurance/Records:** College Policy requires that resident students have medical insurance. Each resident must either enroll in the college's insurance program or present evidence that he/she is covered under another plan. All resident students must complete and submit an admission health form in order to be eligible for campus housing. Failure to complete and return the college's health form will result in forfeiture of residence space and the $100.00 security deposit. This document must be returned by the established deadline established by the College.
11. **General Conditions:**
   A. Resident students must be officially registered for three (3) Course units with the College in order to be permitted to live (or continue living) in residence.

   B. Residents are not permitted to use their rooms or other building facilities for any commercial purposes whatsoever. Commercial solicitation by residents or outsiders is not permitted.

   C. Safety and fire regulations are strictly enforced by the College. Violations of these regulations may constitute cause for fine and/or removal of the resident from the residence hall.

   D. The possession, use, or distribution of illegal drugs or fireworks within the residence hall and the possession of firearms while on college property is strictly prohibited and violators will be prosecuted to the fullest extent of the law.

   E. Bloomfield College is an alcohol free and smoke free campus community. The consumption/possession of alcohol is prohibited in all residence facilities and all common areas surrounding those facilities. Smoking is prohibited in all college facilities. Violators of the above policy will be subjected to a fine ranging from $50.00 - $250.00 per individuals involved in each violation and/or removal from the residence hall.

   F. The housing of birds, cats, dogs, fish, and other pets of any kind is not permitted. A $50.00 fine will be assessed for each occurrence.

   G. Electrical devices such as the use of hot pots, air conditioners, popcorn poppers, and other similar electrical heating devices are not permitted for obvious safety and fire prevention reasons. Other prohibited articles include: firearms/weapons of any sort, fireworks, explosive devices, highly volatile materials or any fire causing devices, such as candles, incense, etc. As a minimum, any such electrical device will be impounded and released only at the end of the Agreement period. In some cases violators will be subjected to a fine ranging from $30.00 - $100.00 and/or local and federal state laws.

   H. Barbells and other weight lifting devices are not permitted in the student rooms or common areas in the residence halls.

   I. The use of electric hair dryers, electric razors, radio and television sets (no outside aerials) are permitted. The College reserves the right to rescind the privilege to use such items if a resident causes a disturbance to the other residents, or if their use creates a fire hazard or a housekeeping problem.

   J. Students are responsible for cleaning their rooms and for maintaining the room and its
furnishings in good condition, normal wear and tear excluded. A housekeeping charge will be assessed for rooms found to be in an unsatisfactory condition.

K. Residents shall be held liable for damages beyond ordinary wear. Damages occurring to public areas and not assignable to a single individual will be prorated and assessed to students whom the common area serves.

L. Routine and surprise inspections may be held periodically for the purpose of assuring fire prevention, sanitation, safety or proper use and maintenance of the College residence halls. In case of a surprise inspection, the Director of Residential Education & Housing will supervise the inspection process. Surprise inspections will be conducted at a reasonable time and in a reasonable manner depending upon the circumstances. A student’s absence shall not prevent the occurrence of an inspection. If there is reasonable cause to believe that a student has used his/her residence room for purposes in violation of Federal, State, or Local Laws, College officials may search the room of such student. No such search by College officials shall occur unless a written statement authorizing the search has been issued and signed by an official designated by the President of the College.

M. The side and rear doors of the residence halls are not to be used except in emergencies (i.e., fire, fire drills, emergency evacuations, and other times specifically designated by the Resident Directors.)

12. Cancellations and Refunds:
   A. The residence fee is not refundable in any part after room keys are received.
   
   B. Board charges will be prorated in any event of departure from the residence halls.
   
   D. The College reserves the right to apply the student’s security deposit toward payment of any room and board charges incurred by the student in the event room and board charges have not been paid at the time of departure from the residence hall.

13. Termination of Agreement: The College may terminate this Agreement and take possession of the room at any time for violation of the provisions herein or for violation of any other reasons found sufficient by the College. Students who are required by the College to vacate the residence halls for reasons of misconduct (a violation of the provisions of the Terms and Conditions) will not receive a refund for unused room charges.

14. Resident Room Keys/Locks:
   A. All resident room keys are the property of the College. Each resident will be issued a room key. In the event of a lost key(s), the student must pay $30.00/key for a replacement because the core in the lock will have to be changed so as to insure protection of the personal
belongings as well as the person or persons in that residence. The charge will be assessed only to the person responsible for the loss of the room key.

B. If the Agreement is canceled by the College or the student withdraws from residence prior to the termination date of the Agreement, the residence room key(s) must be promptly returned to the designated office. All processing of refunds are contingent upon return of the room key.

15. **Contract Terms for Housing:**
This period of agreement for on-campus housing is for one academic year (September – December and January – May). A student’s account may be assessed penalties for early breach of contract under the following conditions.

A. **Early Breach of Contract for Fall Term Agreement:** If a student accepts an assigned room via signature on Terms of Agreement for the Fall and Spring semester (one academic year), and withdraws less than 15 days for New Freshman and Transfers, 30 days for Upperclassman before the start of the fall semester, that student will be charged a cancellation fee of $500. Exception to those initially assigned a room within 30 days who would not be penalized unless withdrawing after first day of class.

B. **Early Breach of Contract for Spring Term Agreement:** If a student accepts an assigned room via signature on Terms of Agreement for the Spring semester and withdraws less than 10 days before the start of the Spring semester, that student will be charged a cancellation fee of $500.

C. **Breach of Contract after the Start of any Semester:** If a student withdraws from housing after the start of any semester (fall or spring), that student will be assessed any penalties set forth by the Bursar Office.

D. **Exemptions from the Policy:** Students who are dismissed from housing (e.g., disciplinary or academic reasons) by the College would not be penalized. Students who graduate or are no longer eligible for housing based on necessary part-time status would not be penalized. Students who study abroad for a semester, students who completely withdraw from the College, transfer, or withdraw from housing 31 or more days prior to the beginning of the fall semester, and at least 11 or more days prior to the beginning of the spring semester would not be penalized. Students with special exemptions as medically documented condition(s) which warrant commuting, documented death in the family, and other approved documented exemptions would not be penalized when withdrawing from the College.

*Please note: This is a working copy of the 2013-2014 Terms and Conditions for the Residential Education & Housing Program. There may be an addendum to this copy included in the Residential Education & Housing Guide, which you will receive in August upon check-in.*
What Should I Bring?

Your residence hall room is most likely smaller than your room at home and you will be sharing it with one or two other students. We recommend that you bring the essential items (such as clothing for early autumn) and a few items to help your room feel like home. This will make move-in day easier and give you and your roommate(s) an opportunity to coordinate items for the room.

Suggested Items to Bring:

- Alarm Clock * (don’t forget batteries for backup)
- Area rugs or room carpet
- Computer
- Fan*/**
- Hangers for clothes
- Iron * /**
- Laundry detergent & fabric softener sheets
- Pens, pencils, notebooks, other school supplies
- Pillows, sheets (twin size), comforter
- Toiletries: body wash, toothpaste, shampoo, etc…

Prohibited Items

- Extension Cords
- Space heaters
- Air conditions units
- Cable boxes/dish satellites
- Toaster/toaster ovens
- Hot plates/cups
- Coffee makers with coil bottom
- Weightlifting and exercise equipment
- Large speakers/Amps (stereo equipment over 6 inches in diameter)
- Fire Arms or Weapons of any sort (guns/bb guns, knives, num chucks, blow darts, etc…)
- Fireworks, explosives, or any volatile chemicals or materials, fire causing devices

*All appliances must be UL approved/listed    ** Must be equipped with an automatic shut-off
# Office of Residential Education & Housing

## EMERGENCY CONTACT FORM

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**Disclosure Statement**

Your signature gives the Bloomfield College REH Office the right to disclose information to one or both of the above parties in the event of an emergency. Emergencies will be determined on a case by case basis by the College. If a posed threat is presented, then the College has the right to protect the safety of other students and administrators and contact one or both of the above.

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