

BETHEL UNIVERSITY HOUSING & MEAL PLAN CONTRACT

This contract contains two parts. Part A consists of the Bethel University Housing Contract. Part B consist of the Bethel University Meal Plan Contract. Part A and Part B are presented as single document because housing selection dictates both meal plan requirements and meal plan eligibility. The signer of this contract certifies that he or she, has read all of the stipulations in both Part A and Part B of this Contract and agrees to comply with each one or be held in violation of this Contract.

PART A – BETHEL UNIVERSITY HOUSING CONTRACT

This is a housing occupancy contract (“Contract”) made by and between the student whose name appears at the end of this Contract (“Student”) and Bethel University (“University”). It grants to the Student permission to occupy a residence hall or apartment in University housing for a specific period of time. This Contract is subject to the official opening and closing dates of the residences, and is subject to the stipulations listed below. **THIS CONTRACT IS LEGALLY BINDING.** It incorporates and supports the terms of the Bethel University Academic Catalog and Bethel University Student Handbook.

1. **CONTRACT PERIOD:** This contract is effective upon signature by Student and, except as otherwise provided herein, shall be binding for the full or remaining portion of the academic year. If at any time the Student ceases to be enrolled at the University, the Student’s right to occupy University housing shall automatically and immediately terminate. Student shall remain liable for housing costs for the remainder of the contract Period, subject only to Student’s right of cancellation under paragraph 3 of this contract. A Student who has lost the right to occupy University housing for any reason must vacate the assigned housing unit within 24 hours after notice to vacate is given to Student by any reasonable means. Failure to vacate the housing unit promptly may result in eviction proceedings against Student in Ramsey County District Court.
2. **CHECKOUT PROCEDURES:** Student must clean the room, properly check out of the room as described in University Student Handbook, and vacate the room no later than 24 hours after the last exam or commencement exercise. Violation of any provision of this Contract will result in checkout fines.
3. **HOUSING CONTRACT CANCELLATION:** This Housing Contract may be cancelled by Student in writing with the Office of Residence Life. Upon cancellation a Fee will be charged to Student per the following schedule:
 - a. \$100 Cancellation Fee if cancelled before June 1 for the Fall/full-year Contract.
 - b. \$200 Cancellation Fee if cancelled after June 1 for the Fall/full year Contract.
 - c. \$300 Cancellation Fee if cancelled after July 15 for the Fall/full year Contract.
 - d. \$150 Cancellation Fee if cancelled after December 1 to cancel the Interim/remainder of the year portion of the Contract.
 - e. \$150 Cancellation Fee if cancelled after January 1 to cancel the Spring portion of the Contract.

Cancellation of the Contract within the time frame of a term will follow University Student Handbook withdrawal dates. The University reserves the right to cancel this Contract for violation of any provision of this Contract

4. **OCCUPANCY:** This Contract secures space in University housing. The University reserves the right to change the housing assignment at any time and for any reason in the sole discretion of the University. Should the occupancy of the room, suite or apartment fall to 50% or less the Student agrees to space consolidation as directed by the Residence Life Office. The Student must be enrolled in at least twelve credit hours per semester (during Interim: one course) in order to occupy housing. Early occupancy (i.e. before official opening dates) is strictly forbidden and subject to fine assessment. This Contract does not cover housing during Christmas Break and Spring Break when campus housing is officially closed (see catalog for inclusive dates). Student entry into on-campus rooms when housing is officially closed will be considered breaking and entering and/or trespassing. Approved entry into your on-campus room or suite during these periods will be accommodated only during business hours at a charge of \$25.
5. **ROOMMATES:** Residence Life has the right to assign Students to any vacancy in University Housing.
6. **ROOM TRANSFERS:** All room transfers must follow the Room Transfer Procedures as described in the Bethel University Student Handbook. All room transfers require the prior approval of the Resident Director.
7. **MEAL PLAN REQUIREMENTS:** All students in University housing, with the exception of North Village apartments, are **REQUIRED** to have a meal plan as a condition of this housing Contract. Please refer to the Meal Plan Contract (Part B of this document) for details regarding meal plans that are available.
8. **HEALTH FORM:** It is a violation of this Contract to occupy housing prior to completing the required immunization form with the University Health Service.

9. **RESIDENCE INSPECTION:** In case of a health or safety emergency, or in circumstances where there is reason to believe that state or federal laws or Bethel policies have been violated, the University has the right to immediately enter and inspect or authorize inspection of rooms and apartments without notice. Student will be notified of periodic routine room inspection for general orderliness and agrees to provide access at all reasonable hours for service and repairs.
10. **DAMAGES:** The University is not responsible for loss or damage to personal property from any cause. The University recommends that Students obtain a renters insurance policy. The Student will be charged for any damage to his/her room, apartment and other common living area which is beyond normal wear. In the case of unidentified damage or vandalism, all Students living in an identifiable area (i.e., room, suite or apartment; floor; wing; building or hall) around the damage will be charged equally.
11. **SUB-LEASING/ASSIGNMENT PROHIBITED:** Student may not lease, sublease, rent, or otherwise allow any person to occupy Student's assigned housing unit in exchange for monetary or any other compensation, without regard to the length of the proposed occupancy. Student may not assign Student's rights under this Contract to any other person.
12. **FIRE CODE REGULATIONS:** The University considers fire code violations to be a serious threat to both personal safety and property. Therefore, anyone found to be in violation of the fire code may be immediately subject to one or more of the following: 1) Removal of code violation items; 2) Charges for damages; 3) a fine of up to \$250; 4) University disciplinary procedures; 5) governmental enforcement and penalties. Refer to the Bethel University Student Handbook for specific violations and applicable penalties.
13. **ASBESTOS:** A very minor amount of asbestos (two to five percent) is present in some of the building materials used to construct the North Village apartments. An environmental consultant retained by the University has determined that the premises are safe and that no significant health or safety risk is posed by the limited level of asbestos in these units.
14. **EXCEPTIONS:** Exceptions or modifications to any of the provisions of this Contract are not valid unless approved by the Associate Dean for Residence Life in writing.
15. **RATES:** Housing rates are frozen for all continuing students. A student's housing rate will not increase provided the student lives in campus housing every semester. Rates are based on a student's first year in Bethel housing. Rates are included below:
 - a. 2015-2016 Academic year – frozen rate of \$2,795 per semester, or \$5,590 per academic year.
 - b. 2016-2017 Academic year – frozen rate of \$2,850 per semester, or \$5,700 per academic year.
 - c. 2017-2018 Academic year – frozen rate of \$2,915 per semester, or \$5,830 per academic year.
 - d. 2018-2019 Academic year – frozen rate of \$2,915 per semester, or \$5,830 per academic year.
 - e. 2019-2020 Academic year – frozen rate of \$2,950 per semester, or \$5,900 per academic year.

Student must officially check in and occupy room by 3:00pm of the second official day of class of the earliest term of occupancy or the Contract will be considered null and void. Room assignment will be cancelled and Cancellation Fee will be charged.

PART B – BETHEL UNIVERSITY MEAL PLAN CONTRACT

This contract is effective upon signature by Student and, except as otherwise provided herein, shall be binding for the full or remaining portion of the academic year.

Fall meal plan selections will automatically become your interim and spring meal plan selection unless you request a change via www.my.bethel.edu (My Housing & Meals) during the change periods noted in the "Changing a Meal Plan" section of the website (with the exception of the Flex and PSEO 2 plans, which do not roll forward to subsequent terms).

MEAL PLAN AVAILABILITY: Meals plans are available on the basis of housing designation (not credit status).

- 1) **First-Year Housing Designation:** Students assigned a First-Year housing designation (generally this means living in Getsch, Bodien, Edgren, Lissner, or Nelson Hall) are required to have either the All Access or Block B meal plan. Students given the First-Year designation are pre-assigned the Block B meal plan. Students wishing to switch to the All Access plan may do so at "MyHousing & Meals" during the change periods noted in the "Changing a Meal Plan" section.
- 2) **Second-Year Housing Designations:** Students assigned a Second-Year housing designation (generally this means living in Arden Village or Lissner Hall) are required to have an All Access or Block meal plan. Students given the Second-Year housing designation will be pre-assigned the Block B meal plan. Students wishing to switch to the All Access plan or another block plan may do so at "MyHousing & Meals" during the change periods noted in the "Changing a Meal Plan" section.

- 3) Upperclass Housing Designation: Students assigned a Upperclass housing designation (generally this means living in Heritage Hall) are required to have an All Access or Block meal plan. Students given the Upperclass housing designation will be pre-assigned the Block B meal plan. Students wishing to switch to the All Access plan or another block plan may do so at “MyHousing & Meals” during the change periods noted in the “Changing a Meal Plan” section.
- 4) North Village and non-Bethel Housing: Students living in North Village or non-Bethel housing are not required to have a meal plan. Students in North Village or non-Bethel housing wishing to have a meal plan must add their meal plan of choice. To add a plan, log in to www.my.bethel.edu. Under “Tools & Resources,” choose “MyHousing and Meals” and navigate to the “Changing a Meal Plan” section.

ACADEMIC YEAR: Meal plan use is available during the Bethel University academic year as outlined below.

- 1) Fall Term: August 29–December 21, 2019
- 2) Interim Term: January 5–January 31, 2019
- 3) Spring Term: February 1–May 23, 2020

MEAL PLAN OPTIONS: Each meal plan comes with Flex dollars. Flex works like cash and can be used at any campus dining facility (Monson Dining Center, 3900 Grill, Royal Grounds) during the above dates.

- 1) All Access: Unlimited visits for the student to the Monson Dining Center during any meal period. Card swipe to enter. Guest meals may only be purchased with Flex dollars under this plan. Unspent Flex is forfeited at the end of each term.
 - a. Fall Term: Unlimited meals plus \$50 Flex Cost: \$2,245
 - b. Interim Term: Unlimited meals plus \$15 Flex Cost: \$510
 - c. Spring Term: Unlimited meals plus \$50 Flex Cost: \$2,245
- 2) Block B: Students receive the set number of meals and Flex laid out below. Meals may be used at any time until the assigned number have been consumed. This plan equates to nearly 15 meals per week and is our most commonly chosen plan. Students may use meals or Flex to purchase meals for family members or guests (limit five guests per daily meal time). All unused meals and flex are forfeited at the end of each term.
 - a. Fall Term: 250 meals plus \$150 Flex Cost: \$2,190
 - b. Interim Term: 60 meals plus \$35 Flex Cost: \$500
 - c. Spring Term: 250 meals plus \$150 Flex Cost: \$2,190
- 3) Block C: Students receive the set number of meals and Flex laid out below. Meals may be used at any time until the assigned number have been consumed. This plan equates to nearly nine meals per week. Students may use their meals or Flex to purchase meals for family members or guests (limit five guests per daily meal time). All unused meals and flex are forfeited at the end of each term.
 - a. Fall Term: 150 meals plus \$450 Flex Cost: \$2,065
 - b. Interim Term: 30 meals plus \$100 Flex Cost: \$450
 - c. Spring Term: 150 meals plus \$450 Flex Cost: \$2,065
- 4) Block D: Students receive the set number of meals and Flex laid out below. Meals may be used at any time until the assigned number have been consumed. This plan equates to nearly six meals per week. Students may use their meals or Flex to purchase meals for family members or guests (limit five guests per daily meal time). All unused meals and flex are forfeited at the end of each term.
 - a. Fall Term: 100 meals plus \$850 Flex Cost: \$2,025
 - b. Interim Term: 25 meals plus \$190 Flex Cost: \$430
 - c. Spring Term: 100 meals plus \$850 Flex Cost: \$2,025
- 5) Flex Plan: Students in North Village or non-Bethel housing may select this plan. The Flex plan contains no meals, only Flex dollars. Please note this plan does not automatically renew each term. This plan must be selected via www.my.bethel.edu prior to each term. Students may use Flex to purchase meals for themselves and family members or guests.
 - a. Fall Term: No meals plus \$555 Flex Cost: \$575
 - b. Interim Term: No meals plus \$130 Flex Cost: \$140
 - c. Spring Term: No meals plus \$555 Flex Cost: \$575

- 6) **PSEO 2 Meal Plan:** If you are a PSEO student commuting from home, you may select this plan. The PSEO 2 plan offers students two meals per week in the Monson Dining Center (Flex is available to purchase once enrolled in this plan). To enroll in this plan, please contact dining-services@bethel.edu. Please note this plan does not automatically renew and must be selected prior to each term.
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| a. Fall Term: | Cost: \$355 |
| b. Interim Term: | Cost: \$80 |
| c. Spring Term: | Cost: \$355 |
- 7) **Z- Plan:** If you are Student teacher or on-campus student with an internship you may qualify for this plan. Enrollment in this plan is at the discretion of Dining Services Administrators. To apply for this plan please contact dining-services@bethel.edu.
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| a. Fall Term: | Cost: \$1,375 |
| b. Interim Term: | Cost: \$220 |
| c. Spring Term: | Cost: \$1,375 |

FLEX DOLLARS: During the term, students enrolled in a meal plan may purchase additional Flex dollars. A 10% discount is applied to additional purchases of Flex dollars. For example, a student purchasing \$50 in Flex will be billed \$45. All unused Flex dollars are forfeited at the end of the term. Flex cannot be used over Christmas Break or Spring Break at any of the Bethel dining locations.

DINING VENUES: Bethel has three distinct dining venues.

- 1) Monson Dining Center
 - a. This is a “dine-in” only facility. No food is permitted to be removed.
 - b. Block meal counts expire at the end of each term. Unused meals are not carried over.
 - c. You may obtain your meal or Flex balance using your My Bethel account, at any dining facility cash register, or in the Dining Services Office.
 - d. Meals cannot be used over Christmas Break or Spring Break.
 - e. All Access meal plans can only be used by the student on the plan (no family or guests allowed unless using Flex).
 - f. PSEO 2 meal plan meals expire at the end of each week on Thursday. A new week starts each Friday.
- 2) Royal Grounds and 3900 Grill
 - a. Flex dollars, credit/debit card, or cash may be used at these locations during the academic calendar dates outlined above. Plan meals cannot be used at these locations.

CHANGING A MEAL PLAN: Students may change their meal plans during the following change periods:

- 1) Fall changes between July 1 and August 28 as well as between September 2 and September 12.
- 2) Interim changes between December 2 and January 4.
- 3) Spring changes between December 2 and February 6.
- 4) Meal plans changes completed after the semester start will be prorated based on a daily rate.

CANCELLATION OF A MEAL PLAN:

- 1) Cancellation requests must be sent to dining-services@bethel.edu. Please make requests from your Bethel-issued email. Notice of approval/disapproval of your request will be sent via email.
- 2) All students who enroll in a study abroad or other off-campus program must notify dining-services@bethel.edu in advance to cancel a meal plan and applicable charges. You will be notified via email if your request has been approved.
- 3) All students who are not registered for a term must request to cancel via an email to dining-services@bethel.edu in order to avoid charges.
- 4) If a student withdraws from Bethel and/or Bethel housing during the academic year, the student will remain financially responsible for the meal plan until an Official Stopout/Withdrawal is completed with the Office of Student Life. The dates of the Official Stopout/Withdrawal will be used to calculate prorated charges.
- 5) Cancelling a meal plan will cancel any remaining meals and any remaining Flex dollars.
- 6) Fall meal plan selections will automatically become your interim and spring meal plan selection unless you request a change via www.my.bethel.edu (My Housing & Meals) during the change periods noted in the “Changing a Meal Plan” section of the website (with the exception of the Flex, PSEO 2 and Z plans, which do not roll forward to the subsequent terms).

STUDENT ID CARDS:

- 1) A Bethel student ID card is required for all meal plans.
- 2) It is the student's responsibility to protect the card from being damaged, lost, or stolen so that it remains in working condition. Replacement cards are available for a fee through the Office of Safety and Security.
- 3) The student is responsible for all dining charges made with their student ID.
- 4) Students must not lend their ID card to anyone for use in any dining facility. Students must be present with their card for use with any guest.

Notice of Billing Rights: By signing this Agreement, I certify that I have read the Agreement and agree to all of its terms and conditions.

I hereby certify that I am at least 18 years of age currently, or that I will be 18 years of age on the date I enter University housing. If I will not be 18 years of age by that date, I have printed a copy of this document and will have it co-signed by my parent or guardian and returned to the University by mail. I further certify that I have read all of the stipulations in both Part A and Part B in this Contract, and that I agree to comply with each one or be held in violation of this Contract.

Student Name	Student ID	Date
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Parent or Guardian Name	Signature	Date
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