

BETHEL UNIVERSITY HOUSING & MEAL PLAN CONTRACT

This contract contains two parts. Part A consists of the Bethel University Housing Contract. Part B consists of the Bethel University Meal Plan Contract. Part A and Part B are presented as a 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 further consequences against the student.
2. **CHECKOUT PROCEDURES:** Student must clean the room, properly check out of the room as described in the [University Student Handbook](#), and vacate the room no later than noon on CAS commencement day. Students who are graduating are given a one-day extension to stay on campus. Violation of any provision of this Contract will result in checkout fines.
3. **HOUSING CONTRACT CANCELATION:** This Housing Contract must be canceled by Student in writing at residence-life@bethel.edu. A Cancellation Fee will be charged to Student per the following schedule:
 - \$150 Cancellation Fee if canceled before July 1 for the Fall/full-year Contract.
 - \$300 Cancellation Fee if canceled on or after July 1 for the Fall/full-year Contract.
 - \$150 Cancellation Fee if canceled for January session and/or any part of the spring semester portion of the Agreement.

Cancellation of the Contract within the time frame of a term will follow [University Student Handbook cancellation dates](#). The University reserves the right to cancel this Contract for violation of any provision of this Contract.

4. **ON-CAMPUS LIVING REQUIREMENT:** All CAS students are required to follow and abide by the [On-Campus Living Requirement policy](#) set forth by the University. Failure to follow this policy could result in charges and/or fines.
5. **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 at the sole discretion of the University. The Student must be enrolled in at least twelve credit hours per semester (during January Session: one credit) in order to occupy housing.
 - **EARLY OCCUPANCY** (i.e. before official opening dates) is strictly forbidden and subject to fine assessment unless the student is part of a Bethel sponsored group that is expected to arrive early.
 - **BREAK OCCUPANCY** (Christmas Break) This Contract does not cover housing during Christmas Break when campus housing is officially closed (see catalog for inclusive dates) unless student has official approval from Residence Life to remain on campus. 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 with sound rationale and is subject to denial.
6. **ROOMMATES:** Residence Life has the right to assign Students to any vacancy in University Housing.
7. **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 Associate or Assistant Dean for Residence Life.
8. **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. Refer to the Meal Plan Contract (Part B of this document) for details regarding meal plans that are available.

9. **HEALTH FORM:** Student is expected to submit the required immunization form with the University Health Service Office prior to moving on campus. If the Student fails to submit the form by mid-October he or she will not be able to register for second semester.
10. **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 University policies (found on confluence) 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 inspections for general orderliness and agrees to provide access at all reasonable hours for service and repairs. Refer to the Universities 'Search and Seizure' policy for additional information.
11. **DAMAGES:** The University is not responsible for loss or damage to personal property from any cause. The University recommends that Student obtains a renters insurance policy. The Student will be charged for any damage to his/her room, apartment and other common living areas 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) near the damage will be charged equally or divided based on evidence to the case. All damage and fine charges are subject to the Student Life Office.
12. **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.
13. **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.
14. **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.
15. **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.
16. **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. 2021-2022 Academic year – frozen rate of \$2,995 per semester, or \$5,990 per academic year.
 - b. 2022-2023 Academic year – frozen rate of \$3,050 per semester, or \$6,100 per academic year.
 - c. 2023-2024 Academic year – frozen rate of \$3,150 per semester, or \$6,300 per academic year.
 - d. 2024-2025 Academic year – frozen rate of \$3,145 per semester, or \$6,290 per academic year.

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 January session 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 'Gold' designated and Plan Z meal 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, or Nelson Hall) are required to have either the 'Navy A' or 'Navy B' meal plan. Students given the First-Year designation are pre-assigned the 'Navy A' meal plan. Students wishing to switch to the 'Navy B' 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 a 'Navy' designated meal plan. Students given the Second-Year housing

designation will be pre-assigned the ‘Navy B’ meal plan. Students wishing to switch to another ‘Navy’ 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 an Upperclass housing designation (generally this means living in Heritage Hall) are required to have a ‘Navy’ designated meal plan. Students given the Upperclass housing designation will be pre-assigned the ‘Navy B’ meal plan. Students wishing to switch to another ‘Navy’ 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 any of the meal plans below must add their meal plan of choice. To add a plan, log in to my.bethel.edu. Under “Tools & Resources,” choose “MyHousing and Meals” and navigate to the “Changing a Meal Plan” section and select the correct term.

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

- 1) Fall Term: August 29th – December 20th, 2024
- 2) January: January 6th – January 28th, 2025
- 3) Spring Term: January 29th – May 24th, 2025

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) Navy A: Students receive the set number of meals and Flex laid out below. Meals may be used at any time until the assigned number has 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: 240 meals plus \$300 Flex Cost: \$2,600
 - b. January Session: 60 meals plus \$50 Flex Cost: \$680
 - c. Spring Term: 240 meals plus \$300 Flex Cost: \$2,600
- 2) Navy B: Students receive the set number of meals and Flex laid out below. Meals may be used at any time until the assigned number has been consumed. This plan equates to nearly 12 meals per week. 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: 192 meals plus \$350 Flex Cost: \$2,340
 - b. January Session: 48 meals plus \$80 Flex Cost: \$550
 - c. Spring Term: 192 meals plus \$350 Flex Cost: \$2,340
- 3) Navy C: Upperclass Students who live in on-campus housing can only apply for this meal plan and receive the set number of meals and Flex laid out below. Meals may be used at any time until the assigned number has been consumed. This plan equates to nearly 7 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: 112 meals plus \$750 Flex Cost: \$2,080
 - b. January Session: 28 meals plus \$150 Flex Cost: \$470
 - c. Spring Term: 112 meals plus \$750 Flex Cost: \$2,080
- 4) Gold A: Students in North Village or non-Bethel housing may select this plan. Students receive the set number of meals and Flex laid out below. Meals may be used at any time until the assigned number has been consumed. This plan equates to nearly 4 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. This plan must be selected via my.bethel.edu prior to each term.
 - a. Fall Term: 64 meals plus \$100 Flex Cost: \$1,040
 - b. January Session: 16 meals plus \$50 Flex Cost: \$260
 - c. Spring Term: 64 meals plus \$100 Flex Cost: \$1,040
- 5) Gold B: Students in North Village, non-Bethel housing, and/or PSEO students who do not live on campus may select this plan. Students receive the set number of meals and Flex laid out below. Meals may be used at any time until the assigned

number has been consumed. This plan equates to nearly 2 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. This plan must be selected via my.bethel.edu prior to each term.

- a. Fall Term: 32 meals plus \$400 Flex Cost: \$780
 - b. January Session: 8 meals plus \$100 Flex Cost: \$185
 - c. Spring Term: 32 meals plus \$400 Flex Cost: \$780
- 6) **Gold C:** Students in North Village, non-Bethel housing, and/or PSEO students who do not live on campus may select this plan. Students receive the Flex laid out below. The Flex plan contains no meals, and students may use their Flex to purchase meals for themselves, their family members, or guests. All unused flex dollars are forfeited at the end of each term. This plan must be selected via my.bethel.edu prior to each term.
- a. Fall Term: No meals plus \$500 Flex Cost: \$500
 - b. January Session: 0 meals plus \$150 Flex Cost: \$150
 - c. Spring Term: No meals plus \$500 Flex Cost: \$500
- 7) **Z- Plan:** If you are a student teacher, an on-campus student with an internship, or have an Office of Accessibility Resources approval, you may qualify for this plan. Enrollment in this plan is at the discretion of Dining Services Administrators. Please note this plan does not automatically renew each term. To apply for this plan please contact dining-services@bethel.edu.
- a. Fall Term: \$1,500 in Flex Cost: \$1,500
 - b. January Session: 0 meals plus \$250 Flex Cost: \$250
 - c. Spring Term: \$1,500 in Flex Cost: \$1,500

FLEX DOLLARS: During the term, students enrolled in a meal plan may purchase additional Flex dollars through their MyHousing and Meals page. 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. Plan meals, Flex dollars, or credit/debit cards may be used at this location during the academic calendar dates outlined above.
 - b. This is a “dine-in” only facility. No food is permitted to be removed unless using an approved to-go container.
 - c. Block meal counts expire at the end of each term. Unused meals are not carried over.
 - d. 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.
 - e. Meals cannot be used over Christmas Break or Spring Break.
- 2) Royal Grounds and 3900 Grill
 - a. Flex dollars or credit/debit cards 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 are accepted between July 1 and August 28th as well as between September 3rd and September 13th.
- 2) January session (formerly called ‘Interim’ and ‘J-term’) changes between December 1st and January 6th.
- 3) Spring changes between December 1st and February 3rd.
- 4) Any changes, excluding flex dollars, made to a meal plan after the semester begins will be prorated based on a daily rate.

CANCELATION OF A MEAL PLAN:

- 1) Cancellation requests must be sent to dining-services@bethel.edu from your Bethel-issued email. Notice of approval/disapproval of your request will be sent via email. Refunds are prorated based on a daily rate from the start date of the term. On campus residents are not allowed to cancel unless the student resides in North Village.
- 2) January session (formerly called ‘Interim’ and ‘J-term’) meal plans can only be canceled for students who are on a Bethel-sponsored study abroad program or are not enrolled in any class (this includes online courses).
- 3) All students who enroll in a Bethel-sponsored study abroad 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.

- 4) All students who are not registered for a term must request to cancel within 10 days of term start via an email to dining-services@bethel.edu in order to avoid charges.
- 5) 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 Stop Out/Withdrawal is completed with the Office of Student Life. The end date on the Official Stop Out/Withdrawal will be used to calculate prorated charges.
- 6) Fall meal plan selections will automatically become your January session and spring meal plan selection unless you request a change via my.bethel.edu (My Housing & Meals) during the change periods noted in the “Changing a Meal Plan” section of the website. Please note this does not apply to the Z-plan.

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 to seek out help from the Sodexo office as soon as possible should there be any errors with trying to utilize their meal plan throughout a term. No refunds after a term ends.
- 4) The student is responsible for all dining charges made with their student ID. Should there be any errors or mistakes it is the student’s responsibility to reach out and pursue a solution in a timely manner at any point of the semester.
- 5) 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 and my own legal guardian, or that I will be 18 years of age on the date I enter university housing and my own legal guardian. If I will not be 18 years of age by that date or am not my own legal guardian, 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 or email to residence-life@bethel.edu. 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 if under 18	Parent Signature	Date
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