



HOUSING APPLICATION

Please use black or blue ink and type or print clearly when completing this application. Thank you!

OFFICE USE ONLY

Date received _____

Ch # _____

No Money _____

Personal Information (Please print. Use BLACK or BLUE INK.)

Name: _____
Last (Family), First, Middle

Sex _____ Age _____ Social Security Number _____ Date of Birth _____

Home Address: Street _____

City _____ State _____ County _____ ZIP _____

Telephone _____ Email address _____

High School last attended _____ Country of origin _____

Year applying for _____ Fall Spring Summer (print) Parent/guardian _____

I give permission to share my name, address and phone number with my assigned roommate(s). Yes No

Lifestyle

Housing preference: East (Coed) Cummins Hall (Female) West (Male) 12 mo. Apartments (Female)

Smoke Non-smoker Smokeless tobacco **Room temperature for waking hours:** Hot Medium Cold

Early to bed Midnight Night owl **Room temperature for sleeping:** Hot Medium Cold

Music preference: Country Rock Rap Other (specify) _____ Volume: Soft Medium Full Blast

User of smokeless tobacco? Yes No If no roommate is specified, should your roommate be a smoker? Yes No

Special Needs Housing Accommodations Yes No

Awarded Activity Scholarship

MBasketball WBasketball Football CC/Track Baseball Softball

Trainer/Manager Spirit Squad Dance Team Volleyball Women's Soccer Livestock Judging

Music: Vocal Instrumental Theatre/Drama Student Senate Journalism

Please notify the Residence Life office if Activity Scholarship is awarded after completion of Housing Application (316) 322-3295

I have applied for admission and have been accepted at Butler Community College. (Required)

I am applying for housing at Butler Community College and have enclosed my \$75 housing deposit to indicate that my intentions are in earnest. I understand this deposit will be applied as my damage deposit at the time of occupancy. I am enrolling in 12 or more credit hours and understand that I must maintain at least 12 credit hours to remain in on-campus housing.(Required).

I have turned in a copy of my required immunization records. (Required)

******All three above requirements MUST be met before the student will be considered for placement in BCC housing. Meeting these above requirments does not guarantee housing placement.**

Requested roommates(s): _____

I authorize the above-named parent/guardian to obtain any information relating to my activities at Butler County Community College. This information may include such records as academic attendance, academic achievement, and other details pertaining to my methods/amount of payments collected or needing to be collected. Copies of this authorization are as valid as the original release signed by me. This authorization is valid for two (2) years from the date signed.

Signature of Applicant _____ Date _____

Required Immunizations

You are required to show documentation of the following immunizations to live in a residence hall:

- two MMR shots
- current tetanus shot, and
- meningococcal vaccine

This documentation is required as part of a completed housing application.

(OVER)

Prior to the beginning of the semester, applicants will be notified of room assignments. If applicants fail to receive an assignment, they maintain their place on the waiting list by leaving the \$75 on deposit. Refunds are granted by written request only, which removes the student's name from consideration. If the written request for refund is not postmarked July 1 for fall semester and December 1 for spring semester, the deposit will not be refunded unless the college notifies you after these specific dates that they are unable to provide a room for you. Upon room inspection at end of tenancy, residence hall residents will receive a refund of \$50 provided the condition of the room is approved by the Director of Residence Life or his/her representative. For refund information contact Accounts Receivable at 316-322-3184.

Items Provided in the Room

Student rooms are furnished with a mattress (Please note: mattress size is extra-long twin), chest of drawers, closet, desk, desk chair, lamp (some rooms), basic cable TV stations, phone jack (Phone service must be activated by student), wireless internet access, and a small refrigerator. Students are expected to furnish their own towels, linens, pillow, blankets, and any additional accessories they wish to have. They may also have small microwave ovens and fire retardant rugs.

Notice of Nondiscrimination

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment and all unions or professional organization holding negotiated agreements or professional agreements with the institution are hereby notified that this institution does not discriminate on the basis of race, religion, color, national origin, sex, age or disability in admission or access to, or treatment or employment in its programs and activities. Any persons have inquiries concerning Butler Community College's compliance with the regulations implementing Title VI, Title IX and Americans with Disability Act of 1990 is directed to contact the coordinators who have been designated to coordinate the educational institution's efforts to comply with the regulation implementing these laws. Address correspondence to:

U.S. Department of Education, Region VII
Office for Civil Rights
10220 North Executive Hills Boulevard
Kansas City, MO 64153

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

Title IX Coordinator
Terry Peterson
Internal Auditor/Title IX Coordinator
901 S. Haverhill Road
El Dorado, KS 67042
(316) 323-6942
(316) 218-6942 (Wichita metro)

Section 504 Coordinator
Teresa Eastman
Disability Services Coordinator
901 S. Haverhill Road
El Dorado, KS 67042
(316) 322-3321 (Local)
(316) 733-3321 (Wichita metro)

Please send this completed application with check or money order for \$75.00 payable to Butler Community College.
Mail to: Accounts Receivable, Butler Community College, 901 S. Haverhill Road, El Dorado, KS 67042

If you have any questions, please call:

Accounts Receivable	(316) 322-3184
Housing Department	(316) 322-3295
Admissions Department	(316) 322-3255
Special Needs	(316) 322-3321