

SWBTS Community Policies

COMMUNITY POLICIES AND GUIDELINES. All guests and residents of Southwestern Baptist Theological Seminary Housing must comply with all written guidelines and community policies, including instructions for care of our property. Our guidelines are considered part of the SWBTS Housing Agreement. Each resident who elects to attend or be employed by Southwestern Baptist Theological Seminary/ Texas Baptist College does so with the intent of being, in action and attitude, a cooperative and supportive member of this community family.

It is the student's responsibility to know, understand, and abide by these policies and the guidelines of the SWBTS/Texas Baptist College Student Code of Conduct, and SWBTS/Texas Baptist College Student Handbook. Residents must also abide by all Institutional Residence Life and Housing community policies and guidelines. Southwestern Baptist Theological Seminary reserves the right to modify institutional and housing-related policies at any time. Failure to abide by Institutional policies, procedures, and guidelines may result in disciplinary action and termination of your Housing Agreement.

Enrollment Requirements for SWBTS Housing Eligibility. All students seeking Southwestern Baptist Theological Seminary Housing must meet the following requirements in order to be eligible for residency in the Residence Halls or General Housing:

- Maintain continuous enrollment in the fall and spring semesters as a SWBTS/Texas Baptist College student;
- For ALL Undergraduate students you must take a minimum of 6 on-campus hours/semester;
- For ALL Graduate students you must take a minimum of 6 on-campus hours/semester;
- For ALL Doctoral students you must maintain continuous enrollment in the fall and spring terms, and must demonstrate progress toward degree completion.

Application Requirements. All students desiring to be considered for on-campus housing must complete and submit an online SWBTS Housing Application and obtain SWBTS Housing approval. A completed application includes the following:

- All applicable forms to be submitted to the Office of Residence Life and Housing
- Receipt for payment clearance obtained of enrollment fee
- Shot record from Campus Medical Clinic (as applicable)
- Roommate questionnaire (only applicable for single student application)

SWBTS Housing Amenities. All housing appliances provided by SWBTS should be well-maintained outside of normal wear and tear. Any incurred damages outside of normal use can result in a fine based upon the cost of damages. While microwaves will be strategically placed in common areas of each residence halls, appliances will not be provided within the resident's rooms. Residence Hall students are permitted to have one 1.5 cubic ft. mini-fridge in their room.

The Residence Halls, which include Fort Worth Hall and Barnard Hall, include the following amenities:

- Wireless Internet
- Laundry Room
- Vending Machines
- Partially furnished bedrooms (one bed, dresser, desk and chair per resident)
- 24-Hour Emergency Maintenance Service
- On-Site Maintenance

- 24-Hour Campus Police Services
- On-Site Mailroom

The Student Village Apartments, Student Village Townhomes, Carroll Park, Perimeter Houses, and Duplexes are equipped with a number of amenities for residents. Each unit includes:

Student Village Apartments/Townhomes

- Fully functional kitchen with a dishwasher
- Conventional oven
- Refrigerator
- Full-size washer and dryer hook-ups
- Ceiling fans
- On-Site Mailroom/Mailboxes
- 24-Hour Emergency Maintenance Service
- On-Site Maintenance
- 24-Hour Campus Police and Security Services

Carroll Park

- Fully functional kitchen
- Conventional oven
- Refrigerator
- Full-size washer and dryer access (located in the Laundry center)
- 24-Hour Emergency Maintenance Service
- On-Site Maintenance
- On-Site Mailroom/Mailboxes
- 24-Hour Campus Police and Security Services

Student Duplexes

- Fully functional kitchen
- Conventional oven
- Refrigerator
- Full-size washer and dryer hook-ups
- On-Site Mailroom/Mailboxes
- 24-Hour Emergency Maintenance Service
- On-Site Maintenance
- 24-Hour Campus Police and Security Services

Residents' Billing Responsibilities. The Residence Halls are billed on a term basis which includes the entire semesters' housing charge and meal plan charge. Residence Hall charges are assessed on the first day of the semester. These charges may only be prorated for students moving to other SWBTS housing options. Housing charges will not be prorated for withdrawal from the Institution or moving off campus to commute. Payment plans can be set up through the Office of Student Financial Services including the full tuition billing.

General Housing units are billed monthly for housing costs. Residents are collectively responsible for their unit's monthly housing payment. **Housing payments are due on the first day of each month and billed to a separate account from tuition. Please pay close attention to which account you are applying payment.**

Late fees will be assessed on the fourth day of each month with an initial \$25.00 penalty. Each resident is responsible for his or her portion of the housing charge.

Options for housing payment include:

- Cash, Check or Credit Card
- All Housing Payments must be postmarked on or before the first day of each month
- Pay in person in the Business Office (located in Scarborough Hall suite 103)
- Pay online through Web Advisor

New Resident Fee. This one-time, non-refundable fee of \$200.00 per Apartment, Townhome, Carroll Park, and Perimeter House/Duplex resident will be assigned to the student account once the resident has signed the Housing Agreement. This fee will cover the maintenance and turnover from use of carpet, appliances, other flooring, repainting, and any other normal wear and tear that may come from daily use. Excessive damage and abrasive use by residents could result in additional charges being billed to individual residents or the residents of an entire unit.

Housing Agreement Terms. The Residence Hall Housing Agreement for approved applicants during the academic year extends from the first day of move-in for the fall 2021 semester through the day of move-out in the spring 2022 semester.

The Office of Residence Life and Housing offers a 10-month Housing Agreement for approved applicants during the academic year, beginning August 14, 2021 and ending May 20, 2021, (General Housing Only).

Pet Restrictions. All animals, birds, fish, insects, reptiles or other pets are prohibited in SWBTS Housing. Note that dogs are permitted in Carroll Park upon approval and payment of non-refundable pet deposit. Upon discovery of a pet policy violation, an initial charge of \$250.00 per animal per resident will be assessed, and a daily charge of \$100.00 per animal per resident from the date your animal was brought into your unit until it is finally removed. If the animal is not removed immediately, the resident(s) may be subject to removal from SWBTS Housing and/or further disciplinary actions.

Guest Policy. Apartment, Townhome, Carroll Park, and Perimeter House/Duplex (“General Housing”) residents may allow guests over during daytime hours at their discretion. Guests are NOT required to check in or out during a visit. Residents of General Housing and their guests are expected to conduct themselves in accordance with the policies and procedures subscribed in the SWBTS Student Handbook and SWBTS Student Code of Conduct. Residents are responsible for the actions and behavior of their guests.

Overnight Guest Policy. Every overnight guest in the Residence Halls should be registered in the Office of Residence Life and Housing by 5:00 p.m. the day of the visit. If your guest(s) will be arriving over the weekend, you must notify Residence Life and Housing by 5:00 p.m. on Friday. All guests must be registered in order to gain access to campus housing. Unregistered guests will result in a \$10.00 fine to the resident. Guests are limited to two (2) nights, not to exceed four (4) total in the course of the semester. Each student will be held responsible for the actions of his/her guest(s). Overnight guests must be 17 years of age or older.

Apartment, Townhome, Carroll Park, and Perimeter House/Duplex overnight guests may be invited to spend a maximum of two (2) consecutive days in any housing unit, and no more than four (4) days in any one-month period (per unit, not per resident). Violations of the overnight guest policy may result in removal from SWBTS Housing and/or further disciplinary sanctions as determined by the Dean of Students. Residents are responsible for the actions and behavior of their guest(s).

Public Display of Affection (PDA). SWBTS students are expected to conduct themselves at all times with the highest standards of propriety. Overly affectionate or immodest behavior is unacceptable and is subject to disciplinary sanctions as determined by the Dean of Students.

Roommate Selection. During the application process for living in the Residence Halls, and during the break between fall and spring semesters, students can submit a request for their roommate(s). However, each placement must be approved by Residence Life and is not guaranteed. All roommates must be of the same gender and must reside in their respective male or female residence hall. Every new freshman resident will be placed in a multi-person room unless only a single person room is available.

Students may select their own roommate(s) for their Apartment, Townhome, Carroll Park, and Perimeter House/Duplex. All roommates must be of the same gender and must be approved applicants of SWBTS Housing. Students in need of additional roommates may submit a request through the Office of Residence Life and Housing in order to receive a "Looking for Roommates" list. Residents under a single student Housing Agreement are responsible for the entire amount of their housing charge regardless of the number of roommates.

Roommate Conflict. When the Office of Residence Life and Housing is notified of general roommate conflict, the following guidelines are followed. Residence Life and Housing staff will mediate conflict between the roommates and work to bring resolution. Residents cannot request the removal of a roommate but will need to fully explain their conflict to the Residence Life and Housing staff member. Residence Life and Housing will not respond to reports brought by parents or family. The report must come from the resident. All residents will be treated with respect and dignity. If further resolution or investigation is necessary, the Dean of Students may aid in the conflict resolution.

Early Termination of Housing Agreement. Residents may be considered for release from their Housing Agreement at the discretion of the Office of Residence Life and Housing and SWBTS. Residents who are granted release from their unexpired Housing Agreement will not be eligible for any fee refunds and will also be subject to an Early Termination of Housing Agreement Fee of \$250.

Students graduating while still bound to a Housing Agreement must be signed off by all roommates to be released. However, the graduating resident is still responsible for finding a replacement resident to take over their part of the Housing Agreement. **If a replacement roommate is not found, the graduating resident is still responsible for all housing charges, fines, etc. until signed off the Housing Agreement by all roommates.**

Noise Restrictions. Quiet hours for the Residence Halls are from 10:00 p.m. - 8:00 a.m. daily. Each resident is to respect their fellow residents by observing this policy. At all times, music, TVs, video games, and instruments should be at a reasonable volume level.

During non-quiet hours, each resident is expected to be a responsible member of the Residence Life and Housing community. Residents should keep noise at a level that cannot be heard outside of their housing unit with the door closed. Residents who receive an excessive number of noise complaints, which shall be determined by the Residence Life and Housing Office, may receive disciplinary sanctions up to the removal from the housing unit.

Restrictions on Decorations and Furnishings. Students living in on-campus housing may not remove any SWBTS-provided furnishings from their assigned unit without written permission from the Office of Residence Life and Housing. Residents may bring additional furnishings into their units as desired, excluding beds in residence halls. Beds are provided for residents which fit the room and standards of the Institution.

Exceptions may be made on a case by case basis by submitting a written request to the Associate Director of Residence Life and Housing. Care should be taken by all residents of SWBTS Housing when hanging pictures, plaques, or other wall décor. The resident must ensure sure the proper hanger is used to support the weight of the items being hung. Damage caused to the walls of the unit could be charged to your student account.

Items prohibited in the Residence Halls, Apartments, Townhomes, Carroll Park, and Perimeter Houses/
Duplexes:

- No grills allowed in or around the Residence Halls.
- No candles, incense or open flames of any kind or upturned or halogen lamps in Residence Halls.
- No wallpaper, contact paper, or paint.
- No water beds or other water furnishings.
- No instillation of ceiling fans (ceiling fans must be provided by the institution).
- No space heaters or portable A/C units unless placed by SWBTS Housing or Facilities Maintenance due to repairs. Any unit found in violation will have them confiscated and not returned.
- No two-pronged wire extension cords.
- No offensive or inappropriate decorations.
- No stickers or other décor in or on windows.
- No alcohol or drugs, including vape pens/e-cigarettes of any kind.
- Any student in the possession of alcohol or illegal drugs will be subject to removal from SWBTS Housing. Empty alcohol containers will constitute violation of SWBTS alcohol policy.
- No tobacco, gambling, pornography, or other sexually explicit material.
- No guns or weapons of any kind are permitted in the residence halls. If found, they will be confiscated.
 - Other prohibited items:
 - BB Guns
 - Pellet Guns
 - Paintball Guns
 - Air Soft Guns
 - Bow and Arrows
 - Swords or Knives (Longer than 5.5 inches)
 - Satellite Dishes
 - Tasers
- No cooking with a stove top or hot plate in the Residence Halls. Appliances such a crock pots, toasters, and microwaves are not allowed in students' rooms.
- No spray painting or painting of signs, props, sets, or other items in housing units, or on **uncovered/unprotected** porches, sidewalks, or pavement of SWBTS. If a resident needs to paint, **appropriate materials and tarps must be used, and it must be done outside in an appropriate, well-ventilated area.** If any damage caused to SWBTS property, all residents of the unit will be fined and are responsible for the cost of the damage.

Trash. All residents must take trash to the dumpsters inside the enclosed/fenced areas. Trash found on a resident's breezeway, porch, or any other undesignated location will result in a fine. Trash found on the ground inside the fenced area holding the dumpster will result in a **\$50.00 fine for an individual or unit responsible.**

Patios, Balconies, Stairwells, Breezeways, and Porches. Housing units featuring a porch are reserved for the use of residents. However, porches must be kept clean and sanitary by the residents. The Office of Residence Life and Housing may regulate use of patios, balconies, stairwells and porches. Sidewalks, steps, entrance halls, balconies, walkways, and stairs/stairwells must not be obstructed or used for any purpose other than

ingress or egress, per local fire code. Any violation to this policy will result in a **\$25.00 fine** per resident per item/occurrence.

Abandoned Property. SWBTS may retain, destroy, or dispose of any property left on the Premises, including any property within the unit, within any parking, storage or common areas on campus. If not discarded, abandoned property may be stored for 60 days during the housing term. Once the abandoned property has been held for 60 days, it will be discarded. Residents may attempt to redeem abandoned property (for a \$50 fee per item/occurrence) by contacting the Office of Residence Life and Housing (campushousing@swbts.edu). However, abandoned property at the end of the term will no longer be eligible for redemption as the term has ended.

Smoking Policy. In order to provide the safest and healthiest possible atmosphere for each and every student, SWBTS has been designated a smoke-free campus. SWBTS prohibits the smoking of any products, including but not limited to cigarettes, e-cigarettes, vape pens, pipes, cigars, hookahs, and water pipes. Residents found violating this policy, as a first-time offense, will be subject to a **\$50.00 fine. Repeat offenders will face possible removal from SWBTS Housing and further disciplinary action as determined by the Dean of Students.**

Fire Alarm/Smoke Detectors. Tampering, damaging, or disconnecting fire alarms/smoke detectors will not be tolerated and may result in a \$150 fine. Failure to report malfunctioning fire alarms/smoke detectors in a unit and removing the battery will result in a fine. Fire alarms/smoke detectors must be connected and working at all times. Issues or malfunctions of fire protection devices must be immediately reported by submitting a maintenance request.

Liability. SWBTS will not be liable to any resident, guest(s), or occupants(s) for damages(s) or loss to person(s) or property caused by other persons, including theft, burglary, assault, vandalism, or other crimes.

SWBTS will not be liable to any resident, guest(s), or occupant(s) for personal injury or damage due to the loss of their personal property (e.g. furniture, jewelry, clothing, etc.) from fire, flood, water leaks, rain, hail, ice, snow, smoke, lighting, wind, explosions, interruption of utilities, plumbing stoppages (due to resident's negligence), war, or other occurrences unless such injury, illness, loss, or damage is caused by negligence of Seminary.

Residents are strongly urged to secure their own insurance (Renter's Insurance) to protect against all of the above. Seminary will furnish smoke detectors, locks, and latches as required by the Building Code of the City of Fort Worth. Except as required by the Building of the City of Fort Worth, Seminary will furnish no additional smoke detectors, extra locks and latches, security guards or patrols, security lighting, security gates, fences, or other forms of security.

Parking Permits for Residents. Respective parking lots have been designated for use by residents. However, resident must register their vehicle(s) with the Campus Police Department in order to park on campus. More information regarding parking permits, and how to register your vehicle can be found [here](#).

Maintenance Requests. Maintenance requests for any resident living within Fort Worth or Barnard Halls can be submitted to the Office of Residence Life and Housing through the following means: 1.) Contact your Resident Assistant. They will submit the request to the Residence Life and Housing office. 2.) Email or call the Office of Residence Life and Housing directly at 817-923-1921 x8530 or campushousing@swbts.edu. Please describe your specific issue in detail so that we may better help to rectify the issue. 3.) Visit the Office of Residence Life and Housing in person (located in the 2nd floor of the Memorial building) between the hours of 8am-5pm, Monday-Friday. **After Hours Maintenance Requests** can be submitted through the following

means: 1.) Contact the Resident Assistant on duty from 6pm-12am in the respective RA office of your building. They can assist you in submitting your maintenance request. 2.) Email the Office of Residence Life and Housing at campushousing@swbts.edu. Please describe your specific issue in detail so that we may better help to rectify the issue. **Any damages done to the room itself or SWBTS property will incur a fine to the student.**

SWBTS Residence Life and Housing staff will respond to maintenance requests submitted by residents only and will not respond to maintenance request submitted via phone call or email from parents or family of the resident.

Maintenance Requests for General Housing – (Requests, Repairs, Malfunctions in unit) When residents of an Apartment, Townhome, Carroll Park, and Perimeter House/Duplex have a need to send a notice or request for repairs, installations, services, ownership disclosure or security-related matters – the request must be submitted [here](#) (except in the case of fire, smoke, gas, explosion, overflowing sewage, uncontrollable running water, electrical shorts, crime in progress, or fair housing accommodation or modification). In the event of an emergency such as these, please contact Facilities Maintenance at **817-921-8454**. For after-hours emergency maintenance requests please call the Campus Police Department at (817) 921-8888). Written notes made by SWBTS staff members on your oral request do not constitute a written request from you.

The Office of Residence Life and Housing complying with or responding to any oral request regarding security or any other matters does not waive the strict requirement for written notices by the resident. **You must promptly notify us of:** water leaks; mold; electrical problems; malfunctioning lights; broken or missing locks or latches; and other conditions that pose a hazard to property, health, or safety. The Office of Residence Life and Housing may change or install utility lines or equipment serving the unit if the work is done reasonably without substantially increasing your utility costs. The Office of Residence Life and Housing may turn off equipment and interrupt utilities as needed to avoid property damage or to perform work. If utilities malfunction or are damaged by fire, water, or similar cause, you must notify our representative immediately. HVAC issues may not always be considered an emergency. However, in the case of extreme cold or heat, please contact the Office of Residence Life and Housing. If air conditioning or other equipment malfunctions, you must notify us as soon as possible. The Office of Residence Life and Housing will act with customary diligence to facilitate repairs and reconnections, taking into consideration when casualty insurance proceeds are received. Housing charges will not abate in whole or in part in such circumstances.

SWBTS Residence Life and Housing and Facilities Maintenance staff will respond to written maintenance requests submitted by residents only and will not respond to maintenance request submitted via phone call or email from parents or family of the resident.

Negligence Fee. A \$200 negligence fee will be charged to any resident who fails to notify SWBTS Residence Life and Housing staff of damage in the unit. If the lack of reporting results to greater damage and maintenance, the residents will also be responsible for the cost to repair the damage in the unit (whichever is greater).

Emergencies may be called in to the SWBTS Campus Police Department (817-921-8888).

Routine Maintenance. In addition to entering Apartments, Townhomes, Carroll Park, and Perimeter Houses/ Duplexes upon the request of residents for maintenance requests, SWBTS Residence Life and Housing reserves the right to conduct monthly maintenance and security checks on every Apartment, Townhome, Carroll Park, and Perimeter House/Duplex including, but not limited to, the following:

- Air filter changes
- Testing or replacing detection device batteries

- Removing health or safety hazards or items prohibited under our guidelines
- Delivering, installing, reconnecting, or replacing appliances, furniture, equipment, or security devices
- Removing unauthorized window coverings
- Mitigating excessive noise
- Inspections (cleanliness, High Efficiency laundry detergent, air conditioning)
- Suspected violations of Institutional guidelines

Lock-Out. All residents of SWBTS Residence Life and Housing are responsible for keeping their Residence Hall, Apartment, Townhome, Carroll Park, and Perimeter House/Duplex door(s) locked. All residents of SWBTS Residence Life and Housing are responsible for carrying their unit key with them at all times. A \$10.00 per resident lock-out fee will be assessed to each unit found unlocked by authorized SWBTS personnel and no resident is home. Residence Halls, Apartments, Townhomes, Carroll Park, and Perimeter Houses/Duplexes will be locked by authorized SWBTS personnel following entry for routine maintenance repairs, air filter changes, facility inspections, security/safety assessments, or other institutional sanctioned reasons. If a resident of the Residence Halls becomes locked out of his/her room, a \$10 charge will be assessed. If a resident of an Apartment, Townhome, Carroll Park, and Perimeter House/Duplex unit becomes locked out of his/her unit during business hours between 8:00 a.m. and 5:00 p.m. on Monday-Friday, excluding holidays, the unit will be opened with a \$10 charge to the resident's student account.

Lost Keys. Keys will be replaced at no charge only if the broken key is presented to the Residence Life and Housing Office. The lost key charge for all housing units is **\$25.00**. Requests for key replacements may only be made in person at the Office of Residence Life and Housing.

Residence Life and Housing Community Meetings. The Institution, as needed throughout the Housing Agreement term, may call mandatory resident community meetings. In order to fulfill the requirements to live in the Residence Halls, Apartments, Townhomes, Carroll Park, and Perimeter Houses/Duplexes, each resident is required to attend the meetings. Residents not in attendance without prior written clearance from the Residence Life and Housing office may be subject to fines, disciplinary action, or removal from SWBTS Housing.

SWBTS Student Email. SWBTS Residence Life and Housing Office will communicate with all residents by student email as well as the email given upon the signing of your Housing Agreement. It is the student's responsibility to check their SWBTS allocated email for any updates regarding their on-campus housing and/or upcoming community events.

Cleaning in preparation of move-out. Residents must maintain a clean and healthy housing unit. Residents must thoroughly clean your Apartment, Townhome, Carroll Park, and Perimeter House/ Duplex, including doors, windows, furniture, bathrooms, kitchen appliances, patios, or balconies. You must follow move-out cleaning instructions as they have been provided. If you do not clean adequately, you will be liable for reasonable cleaning charges – including charges for cleaning carpets, draperies, furniture, walls, etc. that are soiled beyond normal wear (that is, wear or soiling that occurs due to negligence, carelessness, accident, or abuse). If a resident fails to maintain a clean unit aside from normal wear, the Office of Residence Life and Housing will allot the residents one week to clean the unit. If the unit has not been cleaned within the week allotted, the Office of Residence Life and Housing will schedule cleaning at the expense of the resident(s). The Office of Residence Life and Housing reserves the right to determine the necessary cleaning services. The fee for cleaning will be divided equally among the resident(s) of the specified unit.

Washer & Dryer Units. Full-size washers and dryers are provided for use in the Residence Halls. Some Apartment, Townhome, Carroll Park, and Perimeter House/Duplex units may be furnished with a full-size washer and dryer for resident use only. Residents found allowing non-residents to use these facilities will

result in a fine of **\$25.00**. (All residents are required to use HE (High Efficiency) detergent in their washer (as applicable). Using regular detergent will damage the machine. SWBTS Housing reserves the right to discard any detergent that is not High Efficiency.)

Room Checks. Each resident's living space should be kept clean. Room checks will be conducted by the Resident Assistants and/or Community Assistants to assess cleanliness and address maintenance needs. Residents should expect to share cleaning responsibilities and are responsible for providing their own cleaning supplies. Excess failures will result in fines. The fine will be charged to the student's account. While striving at all times to respect residents' personal privacy, the Institution reserves the right to authorize entry into a student's room to evaluate cleanliness and general maintenance, to investigate a possible violation of SWBTS policy or when the welfare of the occupant, another student, or, if the Office of Residence Life and Housing has a concern. The Vice President for Business Administration, the Dean of Students, Director of Student Financial Services, or the Associate Director of Residence Life and Housing must approve such entry. Reasons for entry include, but are not limited to, maintenance repairs, facility safety, or to investigate a suspected violation of SWBTS regulations.

Move-in/out Policy. Residence Hall residents may move into the rooms the weekend before the beginning of the semester, or at the assigned time arranged by Office of Residence Life and Housing to accommodate mini-term classes and other Institutional Programs, as Approved by the Vice President for Business Administration. No student may move in prior to the assigned date. Apartment, Townhome, Carroll Park, and Perimeter House/Duplex residents will not be allowed to move out before the Housing Agreement term expires unless the resident has satisfied all SWBTS Housing sign-on and/or sign-off/out procedures or all housing payments for the entire Housing Agreement term has been paid in full. Early move-out may result in re-letting charges and acceleration of future housing payments. Residents must submit a forwarding address to the Office of Residence Life and Housing and the U.S. Postal Service.

Move-out Inspection. Residence Hall residents must arrange with their RA prior to move out for an inspection of the living space. Students will be required to vacate the Residence Hall within 24 hours of the student's last assigned final exam of the semester.

Apartment, Townhome, Carroll Park, and Perimeter House/Duplex residents will meet with a Housing representative for a move-out inspection. The Office of Residence Life and Housing representative has no authority to bind or limit the institution regarding deductions for repairs, damages, or charges. Any statements or estimates by the institution or the Office of Residence Life and Housing representative are subject to correction, modification, or disapproval before final refunding or accounting by the Institution. A check-out appointment is required for move-out. This appointment will need to be scheduled with the Office of Residence Life and Housing. Check-out appointments are only permitted Monday-Friday from 9:00am-12:00pm and 1:00pm-4:00pm.

Campus Medical Clinic:

Southwestern provides health services through our Campus Medical Clinic, located at 4501 Stanley Ave. The clinic is staffed by one physician and two registered nurses who provide general family practice and minor urgent care. The clinic serves faculty, staff, students and dependents at reduced medical care rates.

Hours of operation are:

Monday & Friday: 8:30 a.m.-11:30 a.m. & 1:00 p.m.-4:30 p.m.

Tuesday, Wednesday, and Thursday: 8:30 a.m.- 10:00 a.m. & 1:00 p.m.- 4:30 p.m.

Call 817-923-8880 for more information.

Residence Hall Specific:

Housing Agreement Terms. The Residence Hall Housing Agreement for approved applicants during the academic year extends from the first day of move-in for the fall 2021 semester through the day of move-out in the spring 2022 semester. The Residence Hall cancellation proration schedule below, which will apply if you sign-up for fall 2021 housing then opt to move-out early. Please note that this same schedule applies for meal plan proration.

Fall 2021:

On or before August 22:	Prorated per day
August 22-September 3:	50% of rate
After September 3:	No refund

Spring 2022:

On or before January 21:	Prorated per day
January 22-February 4:	50% of rate
After February 4:	No refund

The Office of Student Financial Services reserves the right to determine the proration for all housing residents subject to change per calendar dates. Please visit <https://swbts.edu/campus-life/student-life/student-housing/> for housing rates.

Meal Plans.

- All new Texas Baptist College students living in the residence halls are required to purchase Meal Plan A which is included in the overall room and board amount.
- All returning Texas Baptist College students and all Southwestern students living in the residence halls are required to purchase at minimum Meal Plan B which is included in the overall room and board amount. They can elect to have Meal Plan A.

Roommate Selection. During the application process for living in the Residence Halls, and during the break between fall and spring semesters, students can submit a request for their roommate; however, each placement must be approved by the Associate Director of Residence Life and Housing. Roommate requests are not guaranteed. All roommates must be of the same gender and must reside in their respective male or female residence hall.

General Housing Specific:

Minimum Residents. In order to provide housing for the maximum number of students, the Office of Residence Life and Housing must have the minimum number of residents in each unit.

New Resident Fee. This one-time, non-refundable fee of \$200.00 per SWBTS Housing resident/ Family will be assessed once the student has signed the Housing Agreement. This fee will cover the maintenance and turnover from use of carpet, appliances, other flooring, repainting, and any other normal wear and tear that may come from daily use. Excessive damage and abrasive use by residents may result in additional charges being billed to individual residents or all residents of the specified unit. Charges for excessive damages will be determined by the Associate Director of Residence Life and Housing.

The Office of Residence Life and Housing offers a 10-month Housing Agreement for all residents during the academic year, beginning August 14, 2021 and ending May 20, 2022.

A month-to-month agreement is available upon request and must be approved by the Associate Director of Residence Life and Housing or the Vice President of Business Administration. If approved, the monthly housing rate will be increased by 10%.

Optional Meal Plans for Apartments, Townhomes and Carrol Park, Perimeter Housing/Duplex:

- Meal Plans A, B, C, and D are optional and available to students residing on campus in Student Village Apartments/Townhomes, Carroll Park, Seminary Duplexes, and perimeter houses.
- Please visit [Campus Dining](#) for meal plan pricing.

Guests. Apartment, Townhome, Carrol Park, Perimeter House/Duplex residents may allow guests over during daytime hours at their discretion. Guests are not required to check-in or check-out during a visit. All residents and their guests are expected to conduct themselves in accordance with the policies and procedures subscribed in the SWBTS Student Handbook and SWBTS Student Code of Conduct. Residents are responsible for the actions and behavior of their guests.

Roommate Selection. Single students may select roommates for Apartments, Townhomes, or Carrol Park, Perimeter Houses/Duplexes. All roommates must be of the same gender and must be approved applicants verified by the Office of Residence Life and Housing. Students in need of additional roommates may submit a request the Office of Residence Life and Housing in order to receive a “Looking for Roommates” list. Residents under a single student Housing Agreement are responsible for the entire amount of their housing charge regardless of the number of roommates.

Early Termination of Housing Agreement. Residents may be considered for release from a Housing Agreement at the discretion of the Residence Life and Housing Office. A copy of the release request procedures may be obtained at the Residence Life and Housing Office and must be followed correctly in order to fulfill the requirements in order to be considered for a release from the Housing Agreement. Residents who are granted release from the Agreement will not be eligible for any fee refunds and will also be subject to the \$250 Early Termination of Housing Agreement Fee.

Students, wishing to transfer unit while still bound to a current Housing Agreement must be signed off/out by all roommates on or before the following dates for the fall and spring terms. They must also be signed onto their new units no later than the same date. There will be no exceptions. You will be subject to the \$500 Transfer Fee.

No sign-offs or transfers will be allowed after the date listed below:

Fall Term: August 1, 2021
Spring Term: January 1, 2022

Students while still bound to a current Housing Agreement, must be signed off/out by all roommates. The graduating student is still responsible for finding a replacement for the Housing Agreement. **If a roommate is not found, the graduating student is still responsible for all housing charges, fines, etc. until the student is officially signed off the Housing Agreement by all current roommates.**