

Department of Housing and Residential Life  
University of The Bahamas-North  
P. O. Box F- 42766  
Telephone: 1-242-688-5900  
Website: <http://www.ub.edu.bs>

## **General Instructions and Application Form**

### **OVERVIEW OF ON-CAMPUS HOUSING**

Hawksbill Hall, on-campus housing, is a two-minute walk away from classrooms at UB-North. Suites are fully furnished with air-conditioned bedrooms. Each suite is equipped with two single and two double rooms, two bathrooms and a small sitting area, to accommodate a total of six students. An additional suite, which is disabled friendly, can house up to four students. Student residents have daily access to a 24-hr. computer lab, and a coin-operated laundry facility. The residential campus is gated with 24-hr. security and surveillance cameras.

Although any student may apply, preference will be given to Family Island students and students residing in the Eastern and Western districts of Grand Bahama, who are under 21 years of age.

The Office of Residence Life cannot guarantee a particular assignment, but consideration will be given on a case-by-case basis under extraordinary circumstances.

### **Eligibility Requirements**

To be eligible for on-campus housing, students must:

- Be full-time (enrolled in a minimum of 12 credit hours per semester)
- Maintain a minimum cumulative grade point average of 2.00
- Submit a completed application form

Once approved, students must:

- Submit a completed medical form to the Campus Nurse by 30<sup>th</sup> September for admission in the Fall or 31<sup>st</sup> January for admission in the Spring
- Provide immunization records proving vaccinations for Measles, Mumps and Rubella

### **GENERAL INSTRUCTIONS:**

1. Print or type information
2. Completed application must be signed by parent/guardian if student is under 18 years of age
3. Completed application must be submitted to the Department of Housing and Residential Life
4. Rental payment must be made at the Business Office after application has been approved by the Assistant Director, Housing and Residential Life.
5. A Room Condition Form must be completed before moving into the residence and upon vacating an assigned space.
6. Keys are to be returned at the end of the academic year or upon vacating assigned space.
7. Upon receipt of payment of the one-time refundable housing deposit, keys are to be collected from the Department of Housing and Residential Life.
8. A satisfactory Room Condition Form, signed by the Assistant Director, Housing and Residential Life is required to receive deposit upon vacating assigned space.

**OVERVIEW OF HOUSING APPLICATION PROCESS (UB-North)**

Step 1: Complete the Application for Housing University of The Bahamas-North

Step 2: Submit completed application along with all required documents to the Office of Housing and Residential Life, UB-North, P. O. Box F-42766, Freeport, Grand Bahama or via email at vivianmcintosh@ub.edu.bs

UB-North Housing Application

Official Office Use Only:

Offered Housing: Yes No Date: \_\_\_\_\_

Accepted Housing: Yes No

Housing deposit paid: Yes No

**Section 1: PERSONAL INFORMATION**

Last Name	First Name	Middle Initial
Month _____	Day _____	Year _____
UB ID# _____	Date of Birth _____	<input type="checkbox"/> Male _____ <input type="checkbox"/> Female _____ Gender

Home Mailing Address (P.O. Box is required)	Island	Country
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Home Phone Number	Cell Phone Number	E-mail Address
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Expected Year of Graduation	Major / Intended Major
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Do you require special housing due to health or physical disability? Yes \_\_\_\_ No \_\_\_\_

If yes, explain: \_\_\_\_\_

Do you have any allergies? Yes \_\_\_\_ No \_\_\_\_

If yes, explain: \_\_\_\_\_

 Room Preference:  Single  Double

**Section 2: LIFESTYLE PREFERENCES (check all that apply)**

 1. Sleep Habits:  morning person  evening person  flexible

2. I normally clean my living space:  daily  weekly  twice weekly  
 only when forced to
3. I like to entertain friends in my living space:  often  occasionally  rarely
4. For studying, I like:  absolute quiet  moderate quiet  I don't need quiet
5. For studying, I will need:  1-3 hours  3-5 hours  over 5 hours
6. My preferred study time is between the hours of:  
 12:00 a.m. – 8:00 a.m.  8:00 a.m. – 4:00 p.m.  4:00 p.m. – 12:00 a.m.
7. The time I generally go to bed is:  
\_\_\_\_\_ (on school nights) \_\_\_\_\_ (on weekends).

**Section 3: PREFERRED ROOMMATE(S)**

Name(s) of preferred roommate(s)

1. \_\_\_\_\_ 2. \_\_\_\_\_  
Name Name
3. \_\_\_\_\_ 4. \_\_\_\_\_  
Name Name

**Section 4: EMERGENCY CONTACT**

\_\_\_\_\_

Last Name First Name Relationship

\_\_\_\_\_

**Section 5: DECLARATION**

Please initial and sign

I understand that all accommodation and roommate selections I have made are preferences only, and there are no guarantees of suite, room, or roommate selection. Yes \_\_\_\_ No \_\_\_\_

I understand that I will not be assigned a room until I have submitted my deposit. Yes \_\_\_\_ No \_\_\_\_

I have read and agree to the Residence Hall Agreement that pertains to the term for which I am applying. I agree to the fees charged for the term that applies to me. Yes \_\_\_\_ No \_\_\_\_

This is to certify that I have read the details contained in this document and understand the terms and conditions pertaining to the Housing Rules and Regulations and agree to abide by them.

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**Student's Signature**

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**Date****Signature of parent/guardian if student is under 18 years of age.**

I have read the details contained in this document and grant permission for my child to reside in the dorms at the University of The Bahamas-North Residence and abide by all of the Housing Rules and Regulations.

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**Signature** (Parent/Guardian if student is under the age of 18)

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**Date**

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**Print Name**

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**Relationship to Student**