

## How to Sign Your Contract and Pay Your Deposit at Butler Community College

- 1) Go to butlercc.edu, hover your mouse over Students, and click on Residence Life
- 2) Scroll to the bottom of the page and click on the purple box that says “HOUSING PORTAL” with a gray box that says “APPLY FOR HOUSING”

residence Life  
Cummins Hall  
East Hall  
Immunization Policy and Health Form  
Missing Person's Procedure  
Off-Campus Housing  
On-Campus Apartments  
Residence Life Forms  
Resident Assistant  
West Hall

Social Media Directory  
Student Clubs & Organizations  
Student Handbook  
Student Involvement  
Ways to Learn  
Weapons Policy

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Director of Residence Life  
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activities designed to build your skills in social and civic engagement, skills that will enrich your professional and personal life long after you have graduated.

We also make it a high priority to make you feel at home on campus. Our residences offer four distinct options in living arrangements:

- On-Campus Apartments: Female Residents
- Cummins Hall: Female Residents
- East Hall: Male Residents
- West Hall: Male Residents

Room assignments are made with consideration for the preferences you express in your application.

**LATEST NEWS**

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**EARLY COLLEGE ACADEMY CELEBRATES 2023 GRADUATES** [READ](#)

**BCC STUDENT JOURNALISTS HONORED WITH STATEWIDE AWARDS** [READ](#)

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**HOUSING PORTAL**  
[APPLY FOR HOUSING](#)

- 3) This will prompt you to log into using your Butler CC credentials. **\*You MUST have been accepted to Butler CC in order to get these credentials\***
- 4) Once you log in your screen will look like the picture below. Please click on Apps&Forms

Butler Community College

Home  
**Apps & Forms**  
Personal Information  
Rooms, Roomies, Waitlist  
Dining  
RCR/Damages  
Activities/Events

Messages

**Room Selection**  
There are no room selections to display

**Assignments**  
There are no active room assignments to list

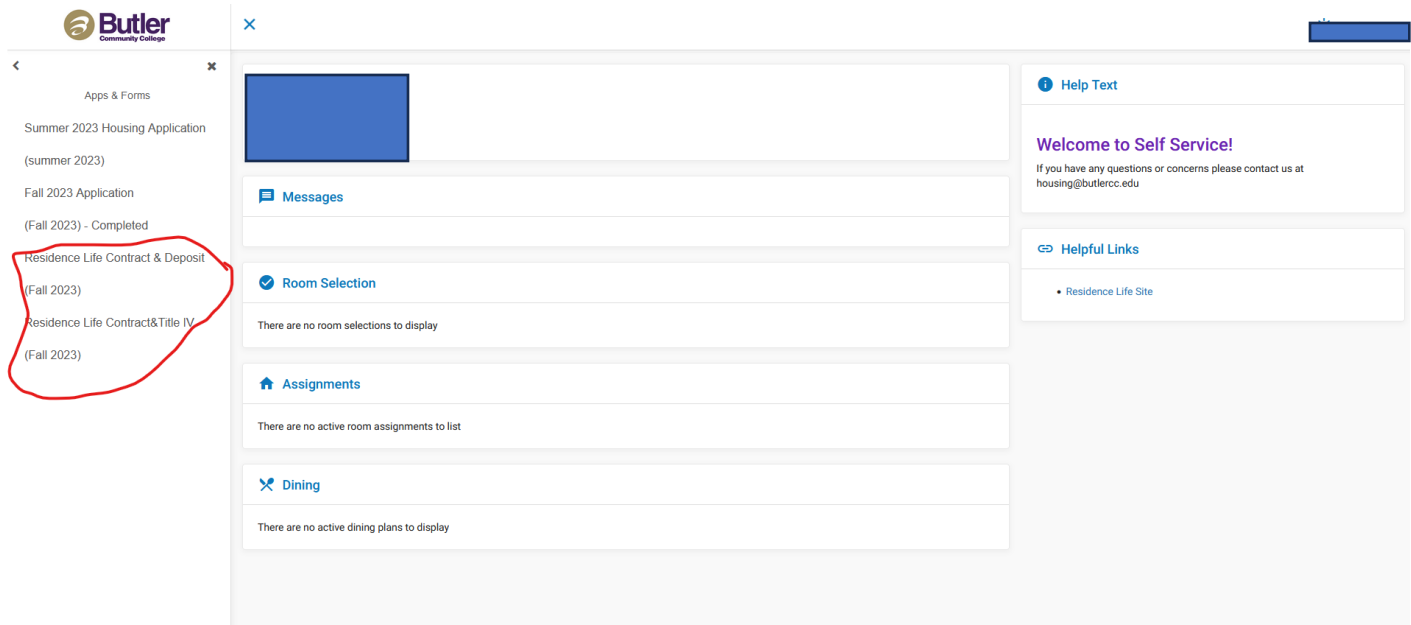
**Dining**  
There are no active dining plans to display

Help Text  
**Welcome to Self Service!**  
If you have any questions or concerns please contact us at housing@butlercc.edu

Helpful Links  
• Residence Life Site

5) Click on either Residence Life Contract & Deposit OR Residence Life Contract&TitleIV

- a. If you choose Residence Life Contract & Deposit, you will pay using a credit or debit card
- b. If you choose Residence Life Contract&TitleIV then you are giving permission for your financial aid money to go towards your deposit. Your financial aid money will ONLY go to the deposit IF you have enough financial aid to cover it



6) Whichever option you choose, you will sign the contract by typing out your full name

Butler Community College

Apps & Forms

- Summer 2023 Housing Application (summer 2023)
- Fall 2023 Application (Fall 2023) - Completed
- Residence Life Contract & Deposit (Fall 2023)
- Residence Life Contract&Title IV (Fall 2023)

### Consent - Residence Life Contract & Deposit

**This contract is the agreement that must be signed by any student wishing to contract for on-campus housing, meals, and services in the Butler Community College residence hall system.**

The Butler Community College (hereinafter referred to as BCC) agrees to provide housing accommodations to the provisions of this contract. The student agrees to pay the amount specified at the time prescribed in this contract to abide by all terms of this contract. Housing accommodations are rented to the students for the specific purpose of personal residence and may not sublet or be used by residents or outside agencies for any commercial purposes without the written permission of the Director of Residence Life. This contract is not transferable.

**CONTRACT PERIOD**  
This contract is for the full academic year (fall and spring semesters) excluding those periods during which residence halls and dining services will be closed. The residence halls and food service will observe the following schedule:

**2022 FALL SEMESTER**  
RESIDENCE HALLS: \_\_\_\_\_ FOOD SERVICE OPEN: AUGUST 19, 2023 BEGINS: August 19, 2023  
CLOSED: December 15, 2023 ENDS: December 15, 2023

**2023 SPRING SEMESTER**  
RESIDENCE HALLS: \_\_\_\_\_ FOOD SERVICE OPEN: JANUARY 13, 2024 BEGINS: JAN. 13, 2024  
CLOSED: MAY 11, 2024 ENDS: MAY 10, 2024

**Please Note Food Service Closings:** Meals will be served in the Student Union dining area during the hours of service designated by the Residence Life Office. No meals will be served during the official BCC holidays or breaks listed below. During the listed breaks, no one is allowed to stay in the residence halls except those associated with a school activity during this time period. Residence Hall dining areas will observe the following schedule:

**SPECIAL DORM CLOSINGS**  
CLOSE: November 23, 2023 OPEN: November 26, 2023  
CLOSE: December 15, 2023 OPEN: January 14, 2024  
CLOSE: March 8, 2024 OPEN: March 17, 2024

**I. FOOD SERVICE INFORMATION**  
A. Missed meals: BCC takes into consideration the average student will be absent from a certain number of meals and sets the rates accordingly. For this reason, no contract adjustments or refunds will

If you do not agree, [exit the application here](#).

If you agree, sign your name in the box below.

Enter your full name to give consent (Hand drawn signature will be auto generated)

Use the signature pad to draw your signature

Enter your full name

[Clear signature](#)

Help Text: There is no help text for this screen

Helpful Links: Residence Life Site

7A) If you choose the Residence Life Contract & Deposit, you will click continue and taken to a payment page. Once you pay, you will be given a confirmation message

Butler Community College

Apps & Forms

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### Payment processing... - Residence Life Contract & Deposit

When you click Continue, you will be redirected to your institution's online payment provider's website. When you are finished, you will be redirected back to Self Service to continue with your application.

[Continue](#)

Help Text: There is no help text for this screen

Helpful Links: Residence Life Site

Step 1 of 2: Payment method

### How would you like to pay?

**Payment amount**  
\$150

**\* Payment method**

New credit or debit card

New bank account

Description	Amount
Butler Housing Deposit and Maint Fee	\$150.00
<b>Subtotal</b>	<b>\$150.00</b>
<b>Total</b>	<b>\$150.00</b>

Cancel Continue

7B) If you choose the Residence Life Contract&TitleIV, you will click continue and be shown a series of questions that you will need to answer. You have to click continue to finalize this process

My Information - Residence Life Contract&Title IV

If I have prior year charges, Butler to deduct allowable prior year charges from my current Federal Financial Aid, not to exceed \$200, as allowed by regulation. If prior year charges are more than \$200, I understand I will owe a balance on my student account. \*

(none)

Butler to deduct from my Title IV Federal Financial Aid to pay my current allowable non-institutional charges. Non-institutional charges are fees other than those required to take courses at Butler (tuition, on-campus housing, and required course materials). \*

I Decline

If I choose not to provide authorization to pay non-institutional charges with my Federal Financial Aid, I may receive a refund and still owe on my student account and be subject to deferred/late fees. \*

I decline

Continue

Helpful Links

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Payment processing... - Residence Life Contract&Title IV

ⓘ When you click 'Continue', the deposit associated with this application will be charged to your student account.

**Continue**

📘 Help Text

There is no help text for this screen

🔗 Helpful Links

- [Residence Life Site](#)