



May 13, 2008

Dear Student,

Thank you for your interest in student housing on the Springfield College - Benedictine University campus. The links on the housing webpage include a number of items related to completing your application and reservation to move into campus housing; they include the room and board rates and options, the housing preference form, the residential policies and services and a housing contract.

We are also including a reference checklist to help you understand the room reservation and check-in process.

We understand that this can be an exciting, but sometimes scary and anxious, time for students and their families. If you ever have any questions regarding your room, the reservation process or about housing in general, please do not hesitate to contact the residence life office at [housing@sci.edu](mailto:housing@sci.edu), or by calling 217-525-1420 Ext 239. We are happy to answer any questions you may have - we want to make your stay at the College a good experience.

Thank you again for your interest in campus housing on the Benedictine University at Springfield College campus.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin Broeckling". The signature is stylized with a large, looped "K" and "B".

Kevin Broeckling  
Dean of Student Affairs



## Housing Reservation Checklist

- Tour campus housing to see your new home!**

Contact our admissions office at 217-525-1420 Ext 210 to set up a tour and complete your application to begin classes at the College.
- Complete a Housing Preference Form and Housing Contract.**

To get additional information about campus housing, review the "Room and Board Rates and Options" page or contact the admissions office or a member of the residence life staff. Be sure to indicate specific roommate preferences on the form and complete the resident characteristics portion.
- Return the Housing Preference Form, deposit and contract to the College.**

Be sure your application is complete before you send it and return it with your \$300 damage deposit. Remember that your deposit will reserve a room – if you pull out of your reservation, the College will retain the deposit. The deposit is refundable, minus any damages to your room or common areas, when you complete your housing contract.

Be sure to read the policies and services and your Residence Life Room Contract carefully. Initial, sign and date the contract and return it to this address:

**Benedictine University at Springfield College  
Office of Residence Life  
1500 North Fifth Street  
Springfield, IL 62702**
- A Residence Life Staff Member will contact you to confirm your reservation and completed file.**

If you ever have any questions about your room reservation, food plans or other questions, please contact us! We're happy to help!
- The Residence Life Staff will make and send out room assignments based on your housing preference forms in early July.**

Your room assignment letter will include the room you will be staying, roommate contact information (if you have a roommate), a list of move-in days and a list of what to bring and what to leave at home.

Contact your roommate! Coordinate what each roommate will bring to the room and get to know each other before you move in! Your roommate contact information will be included in your room assignment.
- Move in! Welcome to Benedictine University at Springfield College! Get to know the campus. Get to know your hall mates, and get involved! Make the most of your College experience by living fully and enjoying the experience! Welcome home!**