Prior to Applying, remember:

- Read the Contract and Housing Handbook to know what you’re agreeing to. By agreeing to the Contract On the Housing Application students are bound to the Policies and Procedures. Read this to avoid surprise should your housing plans change after electronically signing the Contract!

- Any Student under age 20 by the first day of class (August 28th) is required to live on campus OR commute from home.

- If you live on campus in a Residence Hall (not an Apartment), you are required to have a Meal Plan with 10 meals or more per week.

- You are responsible for checking your Biola Email Address and My.Biola.Edu announcements and for responding to any message you are sent.

- Once the electronic version of the Contract is agreed to and the Housing Application is submitted, all the terms and conditions apply, including cancellation timelines and charges.
ApplyOnline Cycle:

1. Pay $250 Housing Deposit
2. When you have access to the Student Tab: Go to MyHousing, “Apply Online”
3. Read & Agree with Electronic Signature on Contract
4. List Personal and Living Preferences
5. Select Meal Plan (10 meals/week or more)
To get to “MyHousing”...

- Login to “MyBiola” (http://my.biola.edu)

If it’s your first time at MyBiola, select “First time logging in?” to set up your account.
To pay your Housing Deposit...

On MyBiola select “Student Financials” tab, then “Manage My Account” link.
On the new screen, select “E-Deposits” tab, the appropriate time frame, and the “Undergrad Housing Deposit.” Then finish the payment process with your credit card.
To get to “MyHousing”...

- Go to the Student Tab, then log-in to “My Housing”.

You will not have access to your Student tab until you have paid your Enrollment Deposit and until the Admissions & Accounting Offices have cleared your Enrollment Deposit. Usually this takes 1-2 business days. If you still do not have access after 2 business days, please contact us and we can verify your status with the Accounting & Admissions Offices.
Select: Apply Online

- Select “ApplyOnline” to apply for Biola Undergraduate Housing.
- If the future you can select “MyHousing” if you wish to see your Housing Assignment, Roommate Information, Meal Plans, Campus Mailboxes, and Billing Charges.

See the Housing website for information on how to request a specific roommate on MyHousing Overview.
To Apply Online, **select the Application you wish to apply for**. Applications will only be available during certain times of the year.

If you need **HELP** during the Application Process there is a **toolbar** on each page which lists **helpful information**.
ApplyOnline: Housing Contract

Please read carefully through the Housing Contract. This is a **legally binding Contract** (comparable to a lease agreement). If you’d like to view these guidelines again check out the Rules & Rates section on the Housing Website. When finished, select “I agree” at the bottom of the page.

After the Application is submitted, a copy of this Contract will be attached to the confirmation email sent to the Biola Email Address. **If a Student is under 18 years old at the time of completion, they must print out the Contract, collect a Parent/Guardian signature, and must return the Contract to the Biola Housing Office.**
Fill in your Contact Information, Roommate Matching Questions, and agreements or understandings to important policies and procedures.

Do not leave any answers as “N/A” to allow for the best possible roommate match.
**ALL OFFICIAL DOCUMENTED MEDICAL OR DISABILITY SPECIAL HOUSING ACCOMMODATION REQUESTS MUST BE MADE THROUGH THE LEARNING CENTER.**

**LEARNING.CENTER@BIOLA.EDU**  PHONE: 562.906.4542  FAX: 562.906.4543

- If you have a documented Medical Condition or Disability, you may request for The Learning Center to contact you to support you, regardless of whether or not your condition necessitates a Special Housing Accommodation.

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<table>
<thead>
<tr>
<th>Roommate for the Spring semester, and I would like to request to be their roommate. Their name and Biola e-mail address is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>31. By completing this application I understand that my first and last name and e-mail address will be made available to any potential roommate(s). Initial Here:</td>
</tr>
<tr>
<td>32. I understand that if I am assigned to a triple room, the triple rate is only available if three people are living in the room. If only two people live in the room, it is considered a double and will be billed accordingly. Initial Here:</td>
</tr>
<tr>
<td>33. Please indicate here if you are going to start at Biola during the Interterm Semester (include the name of the class you are going to take):</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IF YOU HAVE A DOCUMENTED MEDICAL CONDITION OR DISABILITY IT WILL BENEFIT YOU TO CONTACT THE LEARNING CENTER.</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Medical or Disability Special Housing Accommodation Requests must be submitted to The Learning Center.</td>
</tr>
</tbody>
</table>

learning.center@biola.edu  Phone: (562) 906-4542  Fax: (562) 906-4543

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**ApplyOnline: Personal Preferences**

- If you have a documented Medical Condition or Disability, you may request for The Learning Center to contact you to support you, regardless of whether or not your condition necessitates a Special Housing Accommodation.
List up to 3 Building Preferences. This is merely an **OPTIONAL REQUEST** and does not guarantee any building. We will do our best to try to assign you to a building you request, but you may be placed elsewhere based on availability and timing.
Students who live in the Residence Halls are required to have a Meal Plan of 10 Meals per week or more, or the 175 block plan. If you select a Meal Plan less than 10 Meals per week you will be automatically assigned a Meal Plan prior to the semester starting.

If you are assigned to a Biola Apartment then a Meal Plan is not required but is optional. If this happens, you may change or cancel your Meal Plan on MyHousing (not ApplyOnline).
• This is the Confirmation Page of the Housing Application, which indicates you have officially submitted an application and are now Contracted to live in Biola Housing.

• Should you need to cancel your Housing Contract or are not coming to Biola, you must notify the Housing Office in writing immediately. Cancellation fees and deposit forfeiture will apply in accordance with the Housing Handbook.

• A CONFIRMATION EMAIL WILL BE EMAILED TO YOUR BIOLA EMAIL ADDRESS. If you paid your Housing Deposit by Credit Card then your receipt information will be included on this page and in the Confirmation Email.
Questions?? Contact:

- For “MyHousing” Technical Difficulties:
  Beth Braley, Auxiliary Services
  beth.braley@biola.edu
  (562) 903-6000 x. 5813

- For Housing Assignment or Cancellation Info:
  Undergraduate Housing Staff
  undergraduate.housing@biola.edu
  (562) 903-6000 x. 5838

- For Dining (Meal Plans or Flex Dollars):
  Carolyn White
  dining.services@biola.edu
  (562) 903-6000 x. 5810