ON-CAMPUS HOUSING

HOW TO BOOK A ROOM ON CAMPUS

 Aloha
Welcome to BYU-Hawaii Housing
Go to [housingportal.byuh.edu](http://housingportal.byuh.edu) and sign on with your my.byuh.edu information.
At BYU-Hawaii Housing, we strive to help everyone to learn, grow, and become perfected. In order to do so we established some basic principles that are key to accomplishing our goals. In our efforts we ask for your feedback and support in accomplishing our goals. Please take a look through our Mission and Ideals section for ways that you can help us and especially how we can help you.
STEP 1: Pay Housing Fees

If you are a new, transfer, or former student you are considered an incoming student. If you have an active housing contract you are considered a current resident.

Step by step Instruction can be found here.

**Incoming Students**

- Pay Housing Fees
- Book A
- Sign Housing Contract
- Check Room Status

**Current Resident**

- Retain Room
- Check Room Status
- Change Meal Plan
- Change Roommate Pin
- Roommate Pull In
- Termination Notice

**Important Dates for Fall 2015**

- **July 27 2015**
  
  First day to Check-in to the Hales for all incoming students for fall 2015.

- **July 27- August 1 2015**
  
  Freshman Orientation Week. For further information and weekly schedule <Click Here>

- **August 3 2015**
  
  First day of Fall Semester Classes. Those who have not yet checked in to the Hales, their fall housing will be cancelled.
Find the correct fee and Click the link to pay

Aloha

BYU Hawaii ID:

Payment Links

Please use this link to make your payment:

$50 non-refundable Housing Application Processing Fee (necessary for all students applying for on-campus, single student housing): Click here to pay
The $50 Housing Application Processing Fee is non-refundable and valid for one year from the payment date.

$150 Hale Security Deposit: Click Here to pay
Incoming students must pay the $150 Hale Security Deposit to reserve a space assignment for the upcoming semester(s). Once the room is reserved and confirmed, the student may continue to retain their room for the succeeding semesters in residence. Incoming students can cancel their on-campus housing contract up to 31 days prior to the BYU-Hawaii scheduled check-in date to receive a full refund of the $150 Hale Security Deposit. Any cancellations after that date will result in forfeiture of the deposit.

The $150 Hale Security Deposit will be fully refundable upon the student's successful and timely check out at the end of the contract period.

Here is your payment information

<table>
<thead>
<tr>
<th></th>
<th>Date of payment processed</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50 Housing Application processing fee</td>
<td></td>
</tr>
<tr>
<td>$150 Hale Security Deposit</td>
<td></td>
</tr>
</tbody>
</table>

Note:
If the payment data above is blank, it means that we have not yet received or processed your payment. Please allow 48 hours or 2 business days for your payment to be processed. If you have already paid and the date does not show after the 48 hours, please email a copy of your receipt to housing@byuh.edu.
BYU-Hawaii Financial Services / Cashier's Office

Housing Non-Refundable Processing Fee - Single

Student’s Name (Last, First, M.I.): 

BYUH ID# (7 digits): 

Semester Attending: 

Today’s Date: 

Single Housing Processing Fee (USD 50.00): 

The payment will be processed within the next business day. Incomplete information may delay the process.

Submit Form and Continue
$150 Hale Security Deposit

BYU-Hawaii Financial Services / Cashier's Office
Hale Security Deposit

Student’s Name (Last, First, M.I.):  
Semester Attending:
BYUH ID#(7 digits):
Today's Date:

Hale Security Deposit (USD 150.00):  
-- Please Select --

The payment will be processed within the next business day. Incomplete information may delay the process.

Submit Form and Continue
Online payment

Provide Credit Card Information

Please enter your credit card information in the following fields, then click "Continue" button.

NOTE: All fields are required.

For help, please click on the question mark next to a field.

Current Payment

Account: 

Payment Amount: $500.00

Effective Date: 05/15/2015

Credit Card Information

Cardholder's Name: 

Card Type: AMERICAN EXPRESS

Credit Card Number: 

Expiration Date: __/__/__

Billing Address Information

Address 1: 

(optional) Address 2: 

City: 

For U.S. Address

State: Select One...

Zip: 

For International Address

Region / Province: 

Postal Code: 

Country: UNITED STATES

Contact Information

Email Address: 

Click "Continue" when finished.
STEP 2: Book A Room & Select A Meal Plan

If you are a new, transfer, or former student you are considered an incoming student. If you have an active housing contract you are considered a current resident. Step by step Instruction can be found here.

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**August 3 2015**
First day of Fall Semester Classes. Those who have not yet checked in to the Hales, their fall housing will be cancelled.
1. Enter Student Information and click Next Step.
2. Enter Contact Information, then click Next Step
## Booking Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2015</td>
<td>08/01/2015</td>
<td>11/02/2015</td>
</tr>
<tr>
<td>Winter 2016</td>
<td>11/03/2015</td>
<td>02/27/2016</td>
</tr>
<tr>
<td>Summer 2016</td>
<td>03/01/2016</td>
<td>06/09/2016</td>
</tr>
<tr>
<td>Summer Break 2016</td>
<td>06/10/2016</td>
<td>07/29/2016</td>
</tr>
</tbody>
</table>

Select the Semesters you want to book your room.

[Cancel] [Previous] [Next Step] [Click Next Step when you have Finished]
3. Review Booking Terms,
4. Choose a Hale

Instruction on how to select a room:
1. Choose the desired dorm.
2. Choose the room that you want.
3. Select the "Lock" symbol to lock the space.
4. Your selected room and all spaces in that room are going to be locked (no one can access them) for 20 minutes.
Select the Floor you would like to stay book

Instruction on how to select a room:
1. Choose the desired dorm.
2. Choose the room that you want.
3. Select the "Lock" symbol to lock the space.
4. Your selected room and all spaces in that room are going to be locked (no one can access them) for 20 minutes.
Select an available room

Select The Room That you would like to book  
Red = not available  
Green = available

Instruction on how to select a room:
1. Choose the desired dorm.
2. Choose the room that you want.
3. Select the “Lock” symbol to lock the space.
4. Your selected room and all spaces in that room are going to be locked (no one can access them) for 20 minutes.
Do you wish to retain this room?

If you do not want to retain this room. Click Release Lock and you will be taken back to the map.

Instruction on how to select a room:
1. Choose the desired dorm.
2. Choose the room that you want
3. Select the "Lock" symbol to lock the space
4. Your selected room and all spaces in that room are going to be locked (no one can access them) for 20 minutes.

When Finished Click Next Step
Select a Meal Plan

Please pick a meal plan

Instruction to book a meal plan:
1. Please select the green "+#" sign
2. Choose the desired meal
3. Click select

Meal Plan Information

Anytime Dining Meal Plan

Gold Plus

<table>
<thead>
<tr>
<th>The Club Dining</th>
<th>Unlimited 7 Days</th>
<th>Unlimited 7 Days</th>
<th>Unlimited 5 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guest Meals</td>
<td>4 guest Meals for Fall, Winter, Summer session</td>
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</tr>
<tr>
<td>Guest meals for Summer Break</td>
<td>2 guest meals for Summer Break</td>
<td>7 guest meals for Summer Break</td>
<td>No guest Meal</td>
</tr>
<tr>
<td>Flex Dollars</td>
<td>$125 for Fall, Winter and Summer</td>
<td>$75 for Summer Break</td>
<td>$20 for Christmas Break</td>
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Gold

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Silver

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<td>No guest Meal</td>
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</tr>
<tr>
<td>Flex Dollars</td>
<td>$200 for Fall, Winter and Summer</td>
<td>$100 for Summer Break</td>
<td>$30 for Christmas Break</td>
</tr>
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</table>

Eat when you want!
Available to all!
Thumbs up for cardless dining
Eat as often as you want!
Satisfy your waves of hunger

Click Next Step When finished
Review Summary and Click Finish

It is EXTREMELY IMPORTANT TO CLICK FINISH AT THE BOTTOM OF THIS SCREEN in order for your application information and preferences to be submitted.

Review your information.
If you would like it emailed to you or download it to your computer.

Click Finish When you have finished reviewing.
STEP 3: Sign Housing Contract

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*READ then SIGN*

**Housing Contract**

BYU-Hawaii On-Campus Housing Terms & Conditions 2015 - 2016

1. ELIGIBILITY: Residents must be enrolled as full-time students and be in good standing at BYU-Hawaii to be eligible for University Housing. Any exceptions to this minimum requirement are left to the sole and unqualified discretion of the Housing Office.

2. PROCESSING FEE/SECURITY DEPOSIT (Only for incoming residents): The payment of $200.00 must be submitted as a processing fee/security deposit at the time the Agreement is executed. From this processing fee/security deposit the following will be allocated: a non-refundable $50.00 processing fee and a $150.00 security deposit. Items which may be expended against the security deposit include: late or unpaid rent, penalties and interest, cost of collection, cleaning charges, damage to the premises beyond usual wear and tear, and any fees called for under this Agreement, including transfer fees. Students will be given an itemization of any deductions along with the deposit balance within 30 days following the end of this Agreement. Mail or call in payments to: BYU-Hawaii, Cashier’s Office, BYUH #1955, 55-220 Kalaniau St, Laie, HI 96762, or call (808) 675-3724 for credit card payments. Payments can also be made online at my.byu.edu through your student account. All charges will be as indicated on housing.byuh.edu. You can sign up for the deferred payment plan online at: http://services.byu.edu/financial_services. For more questions regarding deferred payment plan you should contact the Financial Aid Office at: (808) 675-3316 or financialservices@byuh.edu. (Always include student’s name and ID# with all payments and questions).

3. TERMINATION OF AGREEMENT: terminate this agreement for upcoming application periods. This must be done by a specific deadline. This deadline is approximately 45 days before the check-in date of the application period that the student is cancelling for. For a specific date, see “Important Dates”.

☐ I agree to live by all the rules of the *Housing Handbook*

☐ I understand that this is a legally binding contract.

I Agree to the terms and conditions of this Contract.

Enter your ID#

Click if you would like the housing contract emailed to you or to download to your computer

Click I Agree

Click Finish when you are done.