

Academic & Trades RETURN FORM

Prince George Campus Housing

OFFICE USE ONLY	Date Received	dd mm yyyy	Room Accepted	dd mm yyyy	
	Room Offered	dd mm yyyy	Cancelled	dd mm yyyy	\$50 Receipt _____

Submit form **directly** to campushousing@cnc.bc.ca from your personal email. Return assignments subject to availability per term. **BEFORE completing this form, you are required to read the [Community Standards handbook](#). Proceed only once you have done so.**

Submit this form if you are requesting to:

Return to campus within a six-month period after having lived off campus between term(s).

- If it has been longer than 6 months since you've lived on campus - **STOP!** Complete the [Academic & Trades Application](#)
- If you wish to extend your stay on campus - **STOP!** Complete the [Extension Request](#)

First name	Cell phone	Student ID
Last name	Personal email	

HOUSING TERMS See staff for term dates		FORM DUE TO HOUSING OFFICE BY:	
Spring	January to April	October 15 th	to return for the Spring term
Summer	May to August	February 15 th	to return for the Summer term
Fall	September to December	April 15 th	to return for the Fall Term

Detailed Return Dates | Academic weeks are Sunday to Saturday | Rooms default to Standard

Returning on arrival date	dd mm yyyy	to	last consecutive day	dd mm yyyy
Duration on campus	# of weeks	and/or +	# of term(s)	<input type="checkbox"/> Standard <input type="checkbox"/> Private (8) <input type="checkbox"/> Large (4) <input type="checkbox"/> Accessible (4)
I identify as	I'll share a washroom with	<input type="checkbox"/> I request a washroom with <i>this person must have an active application</i>		
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Either	First and last name		
Program Name	<input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Trades			

Return Process Terms & Conditions | In addition to existing Terms and Conditions

- First year students will have priority over returning students for room assignments; please see CSH for priority guidelines.
- Returning students must be in good standing from their previous stay on campus to be eligible to return.
- Authorization for staff to post return form application fee. All fees posted to CNC Connect; the Housing office does not process payments or take cash.
- Security deposits 1) remain at \$250 balance, 2) are required to hold your room, 3) are used against outstanding Housing fees, 4) held between terms and are not refundable if room is cancelled or no contact is received within 25 days of your return date.
- Check in dates are as specified in room offer email; room access will not be provided outside of these dates.

Payment Information | \$50 Non-Refundable Application Return Fee

By submitting this form, you agree to have a \$50 non-refundable return form application fee charged to your CNC Connect account. Return forms will not be considered valid until the application fee has been paid.

In making this application, I have personally read the contents in its entirety, and agree to the terms, conditions, and processes described within, and that all of the information I have provided is correct. I acknowledge that residing on campus requires compliance with Housing policies. I agree to conduct myself in alignment with Community Standards and if unable to do so, will make alternate living arrangements.

Your Signature	Date of signing	dd mm yyyy
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