Academic & Trades Application
Prince George Campus Housing
Main Building

College of New Caledonia
CNC

IT IS IMPORTANT TO READ THE ENTIRE CONTENTS OF THIS DOCUMENT

This application process is separate from all other CNC application processes. Before completing this application, you are required to read the Community Standards Handbook. Proceed only once you have done so. Applications should be returned in PDF format.

1. **Submit your Application by email** to campushousing@cnc.bc.ca (imbedded documents not accepted). You'll receive an auto-response with important information. If you do not have email access, contact us directly for alternative application options. ☐
2. **Must be complete.** These first three boxes and the Terms and Conditions boxes below MUST be checked to indicate you've read and understand each point. If these three boxes are not checked, your application will not be processed. ☐
3. **Must be filled out and submitted by YOU - the Applicant - not by parent/guardian, partner/spouse, or sponsor**, except when there is a language barrier and an agent is acting on your behalf. Your signature indicates that you understand the entire contents of this form and linked documents, accountability of the application process, and have given full consent. ☐

FEES AND ROOM PREFERENCE | Room selection defaults to Standard when preferred selection unavailable

Note length of terms →	1-14	15-16	1-14	34	50	← in consecutive weeks
Available to First Time Applicants:	Weekly	1 Term	Extensions*	2 Terms	3 Terms	
☐ Academic Standard Private room | shared washroom — 60 total		$2000	$125	$4250	$6250	
☐ Trades Standard Private room | shared washroom — 16 total	$125	$2000	$125	$4250	$6250	
☐ Accessible *for mobility limitations* Large private room | shared washroom | main level — 4 total		$2080	$130	$4420	$6500	
Available to Return Students in good standing:						
☐ Large Large private room | shared washroom | second level — 4 total		$2080	$130	$4420	$6500	
☐ Private Large private room | private washroom — 8 total		$2160	$135	$4590	$6750	
	1 instalment			2 instalments		

*Extensions are:
- charged weekly only: Sunday-Saturday
- for continuity of occupancy past Regular Academic Term dates
- for the period between terms when extending
- for extending past Regular Academic term dates for practicums, clinicals etc

1. Have you previously *applied* to live on campus at any time within the past 5 years? ☐ Yes ☐ No

2. Have you *lived* on campus within the past 6 months? ☐ Yes If Yes - STOP! Complete the Academic & Trades Return Application

☐ YES! If no rooms are available at this time, keep my application on file until the following date: |dd |mm |yyyy |

TERMS AND CONDITIONS OF ROOM ASSIGNMENT AND CANCELATION POLICY

1. This form will be processed and application date valid only if **1**) all sections completed, **2**) payment information provided, and **3**) $25 non-refundable fee successfully transacted (see Payment section). We do not contact applicants re: unapproved transactions. ☐
2. Application processing is on a first received basis by date as vacancy permits, preference to full time students with an out of town address, as per the room assignment timelines below. Rooms are offered via email and subject to a deadline for response. ☐
3. Rooms assignments occur in: Jun-Jul for Sept intake | Oct-Nov for Jan intake | Feb-Mar for May intake | or as vacancy permits. We recommend emailing your Application 6-9 months in advance or as soon as you apply to your CNC program ☐
4. A $250 Security Deposit will be due immediately upon acceptance of a room offer; details provided in room assignment email. Not refundable if canceled within 25 days of check in, or if you **1**) no show, **2**) fail to check in, **3**) fail to provide cancellation directly to the Campus Housing office via email or telephone immediately upon no longer requiring a room. ☐
5. Applications are considered late if submitted within **1**) 90 days of an academic program, **2**) 30 days of a trades program. Late applications may be transferred to an extended application waitlist. ☐
6. I, _____ *First and Last Name* understand that if the following questions are answered incorrectly, my application will be delayed:

   a. Deep fryers, candles, and firearms are not permitted in my room? ..... true ☐ false ☐

   b. I am allowed to smoke or vape non-tobacco substances on Campus Housing grounds? ..... true ☐ false ☐

   c. What is the only acceptable form of adhesive I can use on the walls in my room? _____

   d. What type of switch must all appliances in my room have? _____

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OFFICE USE ONLY			
Date Received |dd |mm |yyyy |	Canceled |dd |mm |yyyy | Reason:		
Room Assigned |dd |mm |yyyy |	$25 _____	NOTES	
Room Accepted |dd |mm |yyyy |			

PERSONAL INFORMATION | With exception of CNC Student ID number, if not yet assigned

Date (today) |dd |mm |yyyy |	Student ID	Birth Date |dd |mm |yyyy |
First Name	Address	
Other Names	City/Town | Province/State	
Last Name	Country	Postal/ZIP

Cell Phone	Other Phone	Personal email MANDATORY	Agent | Sponsor email, MANDATORY if applicable

I identify as: ☐ Male ☐ Female ☐ Other	I have a shared washroom preference: ☐ No, whatever works YES ☐ Male ☐ Female	☐ Yes, I request to share my washroom with: Firstname Lastname

HOUSING DATES | If last consecutive day surpasses Regular Academic Term dates, an Extension Form is required

Provide only consecutive dates that you will be living on campus. If you leave campus between terms, you must complete the Academic & Trades Return Application to book your return (*e.g. on campus for Academic Year, leaving in summer*)

ACADEMIC

Program start date	|dd |mm |yyyy |
Preferred move in date	|dd |mm |yyyy |
Last day on campus	|dd |mm |yyyy |

Program _____

I am attending ☐ 1-2 Classes ☐ 3-5 Classes

TRADES

Program start date	|dd |mm |yyyy |
Preferred move in date	|dd |mm |yyyy |
Last day on campus	|dd |mm |yyyy |

Trade _____

I am attending ☐ Part Time ☐ Full Time

PAYMENT INFORMATION | $25 Non-Refundable Application Fee

Your application will not be processed until payment is provided. If this area is left blank, your application will not be processed.

☐ By checking this box, you agree to have a $25 non-refundable application fee charged to your CNC Connect account. Fees will be administered shortly after the application has been received and placed in order of submission date. The non-refundable fee is applicable even if the application is cancelled within 24 hours of submission.

In making this application, I have read or have had my agent read to me, the contents of this application 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 and agree to abide by the Community Standards, License Agreement, and other supplemental guidelines as amended or posted, and if unable to do so, will make alternate living arrangements. I understand that I must be a full time registered student upon checking in to Campus Housing.***

Your Full Signature typed signature accepted	Additional Notes	Date of Signing |dd |mm |yyyy |

This information is collected for the purpose of securing accommodations at CNC. Your privacy is protected under the Freedom of Information and Privacy Act, limiting how your information may be used or disclosed. If you have questions about the collection and use of your information, please contact the Freedom of Information Coordinator, College of New Caledonia, at 250 561 5828.